



Office for Facilities Management & Policy

HHS GUIDANCE FOR REAL PROPERTY INVENTORY REPORTING

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TABLE OF CONTENTS

A.	Purpose of the Real Property Reporting	1
B.	HHS's Automated Real Property Inventory System	1
B.0.1	Quality Control	2
C.	FRPC Data Collection	3
C.0.1	Real Property Reporting	3
C.0.2	Property Reporting Exclusions	3
C.0.3	FRPC Inventory Data Elements & Descriptions	3
C.0.4	Data Dictionary	4
C.0.5	FRPC Data Elements with Corresponding Harbor Flex Location	5
C.0.6	Harbor Flex Screen Shots	6
C.1	Real Property Type	7
C.2	Real Property Use	7
C.3	Legal Interest	8
C.3.1	Tribally Operated	8
C.4	Status	9
C.4.1	Outgrant Indicator	9
C.5	Historical Status	9
C.6	Reporting Agency	9
C.7	Using Organization	10
C.8	Size	10
C.8.1	Acres	10
C.8.2	Gross Square Feet	10
C.8.3	Unit of Measure	11
C.9	Utilization (Performance Measure 1	11
C.10	Value	12
C.11	Condition Index (Performance Measure 2)	13
C.12	Mission Dependency (Performance Measure 3)	13
C.13	Rent & Annual Operating Costs (Performance Measure 4)	14
C.14	Main Location	14
C.14.1	Street Address	15
C.14.2	Latitude	15
C.14.3	Longitude	15
C.15	Real Property Unique Identifier	15
C.16	City	16
C.17	State	16
C.18	Country	16
C.19	County	16
C.20	Congressional District	16
C.21	ZIP Code	16
C.22	Installation/ Sub-installation Identifier	16
C.22.1	Installation ID	16

C.22.2	Sub-Installation ID	17
C.22.3	Installation Name (Optional)	17
C.23	Restrictions	17
C.24	Dispositions	18
C.24.1	Disposition Method	18
C.21.2	Disposition Date	18
C.21.3	Disposition Value	18
C.24.4	Recipient	18
C.24.5	Net Proceeds	18
D	HHS Lease Inventory Data Elements & Descriptions	19
D.0.1	Real Property Reporting	19
D.0.2	HHS Inventory Data Elements & Descriptions	20
D.1	OPDIV	21
D.2	Reporting Agency	21
D.3	Real Property Unique Identifier	21
D.4	Building Name	22
D.5	Street Address	22
D.6	City	22
D.7	State	22
D.8	ZIP Code	22
D.9	Country	22
D.10	Predominant Usage	23
D.11	Ownership	23
D.12	Size	23
D.13	Number of Occupants	24
D.14	Security Level	24
D.15	Rent and Annual Operating Costs	24
D.16	Lease Option (Y/N)	24
D.17	Lease Start Date	24
D.18	Lease End Date	24
D.19	Options Remaining	24
D.20	Utilization Rate	25
D.21	Mission Dependency	25
E	Frequently Asked Questions – FAQs	26
E.1	Real Property Type	26
E.2	Real Property Use	26
E.3	Legal Interest	26
E.4	Status	27
E.5	Historical Status	27
E.6	Reporting Agency	28
E.7	Using Organization	28
E.8	Size	28

E.9	Utilization	28
E.10	Condition Index	29
E.11	Annual Operating Costs	29
E.12	Main Location	29
E.13	Real Property Unique Identifier	30
E.14-17	City, State, Country	30
E.18	Congressional District	30
E.19	ZIP Code	30
E.20	Restrictions	30
E.21	Data Submission	30
F.	FRPC Restrictions – Categories & Codes	32
G.	FRPC & ARIS Real Property Predominant Use Categories & Codes	33
G.1	Predominant Use Categories & Codes Associated With Land	34
G.2	Predominant Use Categories & Codes Associated with Buildings	34
G.3	Predominant Use Categories & Codes Associated with Structures	34
	APPENDICES	36
A.	FRPC Acronyms	37
B.	FRPC Reporting & Data Submission Guidance	38
B.1	Relationship between Real Property Assets and Installation	38
B.2	Reporting at the Summarized Asset Level	40
C.	Quick Guide – Exceptions to Mandatory FRPC Data Elements	41
D.	Quick Guide – FRPC Predominant Use Categories & Codes	42
E.	Quick Guide – FRPC Data Dictionary	43
F.	Agency Bureau Codes	49
G.	HHS Facilities Utilization Performance Measure	50
H.	HHS Policy: Office and Related Space Utilization Rate (U/R)	54
I.	Quick Guide - HHS ARIS Data Dictionary	57
J.	HHS OPDIV Certification Statement	58
K.	HHS Disposition Tree	59

A. PURPOSE OF REAL PROPERTY REPORTING

HHS has prepared this document as guidance for HHS entities for their use in reporting on the real property which they own or lease. HHS entities that are required to report include the Administration for Children and Families (ACF), the Administration on Aging (AOA), Agency for Healthcare Research and Quality (AHRQ), the Centers for Disease Control and Prevention (CDC), Centers for Medicare and Medicaid Services (CMS), the Food and Drug Administration (FDA), Health Resources and Services Administration (HRSA), the Indian Health Service (IHS), the National Institutes of Health (NIH), the Office of the Inspector General (OIG), the Office of the Secretary (OS), the Program Support Center (PSC), and the Substance Abuse and Mental Health Services Administration (SAMHSA).

HHS is required to report to the U.S. General Services Administration (GSA) on HHS-owned assets and leases signed by an HHS entity, known as direct leases. The GSA reports on leases which it executes for space which it then rents to other agencies, as part of the FRPC reporting process. This is being done in response to Executive Order (EO) 13327¹, following guidance developed by the interagency Federal Real Property Council (FRPC), which was formed to assist in the implementation of the EO. The EO was created to promote efficient and economical use of the Federal Government's real property.

HHS also has its own internal needs for real property information, in addition to the data collected for FRPC, in order to plan to meet mission needs and to manage its portfolio efficiently. Specific reports, including those noted below, are generated quarterly for review by the HHS Senior Real Property Officer to identify rightsizing opportunities to: reduce the number of non-mission dependent assets; increase facility utilization; improve the condition of assets; and reduce or maintain operating costs consistent with industry standards. Examples of the reports include the following:

- Mission Criticality,
- Underutilized,
- Facility Condition Index less than 60,
- Operating Cost over \$15/SqFt, and
- Lease Expiration Year
- Status of Dispositions

The collection of real property data at the OPDIV level, and access to this data by HHS, GSA and the Office of Management and Budget, is part of the stewardship responsibility associated with asset management. The ultimate purpose of collecting the data is to use it in making budget decisions. The ultimate purpose of reporting the data is to provide a link between the data and the budget decision-making process. This document incorporates guidance for FRPC-required reporting on assets owned and directly leased and for HHS reporting on all leased assets.

B. HHS's AUTOMATED REAL PROPERTY INVENTORY SYSTEM

HHS has implemented a software tool to store OPDIV real property data in a central location. With the data in one place, HHS can easily 1) satisfy FRPC's annual reporting requirements and 2) access the data for analysis purposes. This software tool allows HHS to collect and maintain information on its inventory and to create executive-level reports to manage the portfolio as a whole in a cost effective manner. (This inexpensive software tool does not replace other systems in place with the OPDIVs, systems which have more extensive functionality for facilities management.) HHS chose HarborFlex, a tool created by Lease Harbor, which is a subscription software service for the administration of leases and other real property. It has been customized to meet HHS's needs, with fields created to capture the FRPC data fields and additional fields, known as HHS ARIS data, which HHS has determined are needed to manage its portfolio. There are standard reports, established for HHS within HarborFlex, that are easily run, and users can also create their own special report formats, if needed.

HHS entities are responsible for keeping their data updated and accurate. There is a computer dedicated to real property data collection located at HHS's Office of Facilities Management and Policy, and an administrator there is responsible for working with HarborFlex and assisting HHS entities. Because this is a web-based tool, it is easily accessible to other HHS entities as well. The data from the four landowning OPDIVs--CDC, IHS, FDA and NIH--is

¹ Agencies can find the Executive Order at the following URL: <http://www.whitehouse.gov/news/releases/2004/20040204-1.html>

directly loaded into HarborFlex and refreshed regularly. HHS entities which do not own land or manage direct leases will update their data manually within HarborFlex.

Non-landholding entities will utilize HarborFlex as their primary system for recording and maintaining accurate real property information, ensuring that it is current and accurate on an ongoing basis. HHS entities shall contact the OFMP administrator to obtain a password in order to gain access to the HarborFlex system. HHS has trained staff throughout HHS in the use of HarborFlex.

To ensure that OPDIV portfolio data for owned, leased and otherwise managed holdings are complete and accurate for a “real-time” status for daily decision-making purposes, an HHS Certification Statement is required from each OPDIV Facility Directors. Land-holding Facility Directors must submit this statement each fiscal quarter, beginning with 4Q FY06, to ensure the completeness and accuracy of OPDIV data in ARIS. Non land-holding Facility Directors will submit this certification in 4Q FY06 as an annual submission.

To access the system, the user starts off at <http://www.leaseharbor.com>. From there, the user clicks on the “Subscriber Login – Harbor Flex” button. The user will then be prompted for a user name and password. Once this information has been entered, the user can access HarborFlex and its functions.

B.0.1 Quality Control

Data should be updated and accuracy ensured on a regular basis. While the data will be used for various HHS purposes throughout the year; significant dates when it will be used are March 1 for budget cycle and November 1 for the US General Services Administration’s FRPP data call.

HHS has established a quality control process to ensure that the data is complete and accurate. The process includes the following steps:

Step 1: Data Entry

OPDIVs enter and regularly update data in accordance with the manual.

Step 2: Error Log

An error log is generated by HHS’s data loader when processing the four landowning OPDIVs’ spreadsheet submissions, and it is generated for other HHS entities data after the data is directly entered into the system. The log is a text file that HHS generates that documents any errors in the data encountered during the load. For example, the log can indicate:

- Blank fields that are required;
- Invalid codes for use, geography, etc; and
- Non-numeric information where numeric information is required.

The log is then distributed to the OPDIVs and other HHS entities to use in correcting any problems so that they can resubmit corrected data. HHS is assured that a clean log after a data load indicates that the data loaded is complete.

(Note: There will be some entries that OFMP will need to make manually in the Excel spreadsheet report from HarborFlex in order to have a spreadsheet with no blanks. This is the case, for example, when data may not be applicable for a particular asset and OFMP wants to insert “NA”, rather than leave a cell blank.)

Step 3: Comparison with Prior Year's Data

OFMP maintains a copy of the final ARIS and/or FRPC submission(s) in a spreadsheet format so that one year’s submission can be compared against the prior year’s portfolio data. In this way, variances can be identified and reviewed with the relevant OPDIVs.

Step 4: Comparison with Data Provided by GSA

GSA inputs data into the FRPP system for properties it leases from lessors and makes available to agencies. As a cross check, OFMP compares data provided by its OPDIVS with the GSA data to identify any discrepancies. If OFMP identifies any variances, it reviews them with the OPDIVs and then with GSA to reconcile the variances.

Step 5: Certification of Complete and Accurate Data

HHS and its OPDIVs share responsibility for ensuring that there is complete and accurate real estate data in the system. Using the tools and process described above, OFMP reviews that data and works with OPDIVs to address variances and correct errors. Once the review is complete, OFMP then certifies that the OPDIV's data is complete and accurate.

C. FRPC DATA COLLECTION

C.0.1 Real Property Reporting

HHS reports on 1) its owned inventory and 2) properties where HHS has signed the lease. The GSA Office of Real Property, in consultation with the FRPC, is responsible for establishing and maintaining a single, comprehensive, and descriptive database of all Federal Government real property. GSA Office of Real Property collects from each executive branch agency data pertaining to all real property holdings of the Federal Government. Section 2 of Executive Order 13327 defines Federal real property as including real property owned, leased, or otherwise managed by the Federal Government, both within and outside the United States, and improvements on Federal lands. The general guiding principles are:

- All agencies are expected to report real property at the constructed asset level;
- For Federal Government owned real property (real property to which the United States holds title), the Federal agency that exercises real property accountability should report the property;
- For Federal Government leased real property, the Federal agency that has signed the lease is responsible for reporting the property; and
- For real property otherwise managed, the Federal agency that entered into the agreement with the State Government or Foreign Government should report the property.

C.0.2 Property Reporting Exclusions

Assets disposed of for public benefit and now held in private ownership

- Land easements or rights of way held by the Federal Government²
- Public domain land or land reserved or dedicated for National Forest, National Park, or National Wildlife Refuge purposes (except for improvements on those lands)
- Land held in trust or restricted fee status for individual Indians or Indian tribes³ In addition, based on Public Law 93-638, entitled "The Indian Self-Determination and Education Assistance Act," which gave Indian tribes the authority to contract with the Federal government to operate programs and facilities serving their tribal members, HHS is not responsible for costs associated with the operation of said programs and annual operating costs in IHS owned and leased facilities. In these instances, the Department enters the designation TO (i.e., Tribally operated) for annual operating costs for reporting purposes.
- Land and interests in land that are withheld from the scope of the Executive Order by agency heads for reasons of national security, foreign policy, or public safety

C.0.3 FRPC Inventory Data Elements & Descriptions

The FRPC has identified 24 mandatory data elements that will be reported by all executive agencies relative to owned and directly leased property. They are:

1. Applicable for all **Property Types** (land, building, structures), and
2. Applicable for all **Legal Interests** (owned, leased, otherwise managed).

Under no circumstances are HHS entities to vary what they report from these FRPC elements, their associated descriptions or coding structure. Additional FRPC guidance is included in the appendices:

- Appendix A: FRPC Acronyms
- Appendix B: FRPC Reporting and Data Submission Guidance
- Appendix C: Quick Guide - Exceptions to Mandatory FRPC Data Elements.

² This refers to property where the Federal Government occupies the property via easement; the property is not reported as it is excluded in the EO.

³ Other trust land (i.e. non-Indian trust land) is included in the inventory.

Appendix D: Quick Guide - FRPC Predominate Use Categories

Appendix E: Quick Guide - FRPC Data Dictionary

Unless otherwise noted below⁴, data elements are to be reported at the constructed asset level (i.e., constructed asset level for buildings and structures and the parcel level for land). If constructed asset level reporting cannot be accomplished, a waiver from OMB must be obtained. OMB will provide a process and standard form for waiver submission. A waiver can be requested if there is a compelling reason why the data will not be available, and the agency can provide a reasonable timeframe for when the data will be available for reporting.

C.0.4 Data Dictionary

Refer to the **Quick Guide - FRPC Data Dictionary** in Appendix E for a summarized listing of the data elements, valid codes/"pick lists", field lengths and formats and notes that include a summary of changes from FY2004 FRPP-IA data fields. Not that '+' indicates composite field and 'PM' = Performance Measure.

24 FRPC Mandatory Data Elements

Data Element #	Data Element Name	Data Element #	Data Element Name
1	Real Property Type	13 (PM)	Annual Operating Costs
2	Real Property Use	14+	Main Location
3	Legal Interest	15	Real Property Unique Identifier
4+	Status	16	City
5	Historical Status	17	State
6	Reporting Agency	18	Country
7	Using Organization	19	County
8+	Size	20	Congressional District
9 (PM)	Utilization	21	ZIP Code
10	Value	22+	Installation/Sub-installation Identifier
11 (PM)	Condition Index	23	Restrictions
12 (PM)	Mission Dependency	24+	Disposals

⁴ A summary of Exceptions to Mandatory Reporting of all 24 data elements can be found in the Appendix. There are 5 exceptions to mandatory reporting of all 24 data elements:

- 1) Otherwise Managed property is excluded for **Historical Status**;
- 2) **Historical Status** is reported for all buildings, structures and land, except land that has been evaluated and for which disclosure of historic status is restricted based on EO 13007 and Section 304 of the National Historic Preservation Act;
- 3) Land is excluded for **Value**;
- 4) Land is excluded for **Condition Index**; and
- 5) **Utilization** is required only for 5 Building Use Categories (but all Legal Interests).

C.0.5 FRPC Data Elements with Corresponding Harbor Flex Location

The following table provides information regarding the location of each FRPC Data Element in the Harbor Flex system. The screen shots that follow show the fields referenced in this mapping table.

Data Element Name	Harbor Flex Section	Harbor Flex Field Name	Comments
1. Real Property Type	Record Detail	Type	
2. Real Property Use	Record Detail	Subtype	The available Real Property User values will be filtered automatically based on the selected Real Property Type.
3. Legal Interest	FRPC Section	Legal Interest	
4. Status	Record Detail	Status	
5. Historical Status	FPRC Section	Historical Status	
6. Reporting Agency	Shared Section	Reporting Agency Code	
7. Using Organization	FPRC Section	Using Organization	
8. Size	Record Detail	Size Alt Size	<ul style="list-style-type: none"> For Buildings, store the Gross Square Feet in the Record Detail "Size" field For Land, store the Rural Acres in the Record Detail "Size" field, and/or store the Urban Acres in the Record Detail "Alt Size" field. For Structures, store the Structural Units in the Record Detail "Size" field. Note that for Structures, the Structure UOM must also be stored in the FRPC Section "Structure UOM" field.
9. Utilization	Shared Section	Utilization	
10. Value	FPRC Section	Value	
11. Condition Index	FPRC Section	Condition Index	
12. Mission Dependency	Shared Section	Mission Dependency	
13. Annual Operating Costs	Shared Section	Annual Op and Maint Costs	
14. Main Location			
15. Real Property Unique Identifier	Record Detail	File Id	
16. City	Record Detail	City	
17. State	Record Detail	State	
18. Country	Record Detail	Country	
19. County	FPRC Section	County	
20. Congressional District	FPRC Section	Congressional District	For multiple Congressional Districts, please separate each value with a comma.
21. Zip Code	Record Details	Postal Code	
22. Installation/Sub-installation Identifier	FPRC Section	Installation Identifier; Sub-installation Identifier	
23. Restrictions	Restrictions Section	Environmental Restrictions, Natural Resource Restrictions, Cultural Resource Restrictions, Developmental Restrictions, Reversionary Clauses from Deed, Zoning Restrictions, Easements, Rights of way, Mineral Interests, Water Rights, Air Rights, Other, Not Applicable	Only a value of "Yes" on any type of restriction will cause that restriction to be reported as Yes to the FRPP system. All other values for a restriction (including blank values) are considered to mean that the restriction does not apply.
24. Disposition	FPRC Section	Disposition Method; Disposition Date; Disposition Value; Net Proceeds; Recipient	

C.0.6 Harbor Flex Screen Shots

Harbor Flex Record Detail Screen

This section at the top of the screen contains basic information such as size and address information. In this case, Real Property Type is "Building". Most of the information stored here is common to both FRPC and ARIS reporting. Please note that the screen shots depict a Real Property Type of "Building". If you are working with a Real Property Type of "Land" or "Structure", then the Record Detail screen will be labeled as such.

The screenshot shows a web browser window titled "Harbor Flex - Mozilla Firefox" with the address bar displaying "https://sys.harborflex.com/". The page header includes "Go to Main Menu" and "Harbor Flex". A left sidebar lists navigation options under "HHS" and "ACF", including "Aerospace Center 3rd Flc", "Aerospace Center 8th Flc", "Aerospace Center Prima", "Corporate Hill II : OH2149", "Evergreen Plaza : WA7405", and "Forest Service Building :". The main content area is titled "Building Detail" and features a "COPY" button. It displays two tables of property information. The first table includes fields like Division, Name, Address, Suite, City State Postal, and Country. The second table includes File Id, Status, Type, Subtype, Size, and Alt Size. Below these tables are links for "ARIS", "FRPC", "Shared", "Restrictions", "Key Dates", "Map", and "Reporting", along with an "EDIT" button. A second table at the bottom provides details on Ownership, Lease Options, Rentable Size, # of Options Remaining, Usable Size, # of Occupants, Security Level, Building Name, Tribally Operated, Other Size, Total Annual Operating Costs, Report to FRPC, Report to ARIS, Commencement, and Expiration.

Division:	ACF	File Id:	DC0343c
Name:	Aerospace Center 3rd Floor	Status:	Active
Address:	901 D Street SW	Type:	Building
Suite:	3rd Floor	Subtype:	Office
City State Postal:	WASHINGTON, DC 20024-2169	Size:	10,414.00 SF
Country:	United States	Alt Size:	9,630.00 SF

[ARIS](#) | [FRPC](#) | [Shared](#) | [Restrictions](#) | [Key Dates](#) | [Map](#) | [Reporting](#) **EDIT**

Ownership:	GSA Leased	Tribally Operated:	No
Lease Options:	No	Other Size:	0 SF
Rentable Size:	10,414 SF	Total Annual Operating Costs:	\$ 468,674.00
# of Options Remaining:	0	Report to FRPC:	Yes
Usable Size:	9,630 SF	Report to ARIS:	Yes
# of Occupants:	33	Commencement:	10/01/2002
Security Level:	4	Expiration:	06/16/2008
Building Name:	Aerospace Center		

Harbor Flex FRPC Section

This section contains fields that are required for FRPC reporting.

FRPC |

EDIT

Legal Interest:	Fed Government Leased	Congressional District:	
Lease Maintenance Indicator:		Installation Identifier:	DC0343
Outgrant Indicator:		Installation Name:	Aerospace Center 3rd Fl
Historical Status:		Sub-Installation Identifier:	Central Office
Using Organization:		Structure UOM:	
Value:	NA	Disposition Method:	
Condition Index:	NA	Disposition Date:	
Latitude:	NA	Disposition Value:	NA
Longitude:	NA	Net Proceeds:	NA
County:	District of Columbia	Recipient:	

Harbor Flex Shared Section

This section contains fields that are common to both FRPC and ARIS.

| Shared

EDIT

Reporting Agency Code:	7517	Explain Why Not MD:	
Utilization:		Annual Op and Maint Costs:	\$ 468,674.00
Mission Dependency:	Mission Critical		

Harbor Flex Restrictions Section

This section contains all of the types of Restrictions for FRPC reporting.

| Restrictions

EDIT

Environmental Restrictions:	Rights-of-way:
Natural Resource Restrictions:	Mineral Interests:
Cultural Resource Restrictions:	Water Rights:
Developmental Restrictions:	Air Rights:
Reversionary Clauses from Deed:	Other:
Zoning Restrictions:	Not Applicable:
Easements:	

C.1 Real Property Type

See [Appendix B.2 Reporting at the Summarized Assets Level](#) for additional Record Type and instructions for data submission. Note that a waiver from OMB is required for Summarized Asset Reporting.

Real Property Type indicates the asset as one of the following categories of real property (valid codes are in parenthesis):

- Land (20)
- Building (35)
- Structure (40)

Real Property Type was formerly referred to as **Record Type** in the FRPP-IA.

C.2 Real Property Use

Real Property Use indicates an asset's predominant use in one of the following categories:

- Land Predominant Use (24 categories),
- Buildings Predominant Use (15 categories), and
- Structure Predominant Use (21 categories)

Predominant Use means the use to which the greatest portion of the real property asset (land, building, or structure) is currently put. For example, buildings used primarily for office purposes are classified as office even though certain portions of them may be used for storage or research. A real property asset must have one and only one predominant use code. Real Property Predominant Use Categories along with descriptions and associated two-digit codes can be found in the Appendix F.

C.3 Legal Interest

Note regarding GSA Leases:
Unchanged from previous years' reporting, agencies do not report GSA leases as part of their real property inventory. GSA is the responsible agency for reporting these leases as part of their real property inventory.

Similarly, for properties where GSA signs the lease and delegates operating authority to the agency, GSA will report the leased property.

However, for delegated leased properties, where GSA delegates its authority to another agency to lease space in which that agency signs a lease, that agency will report the leased property.

Note: For property occupied under a lease agreement where rental payments are zero (\$0), report property's **Legal Interest** as "Leased".

Legal Interest This field is used to identify a real property asset as being owned by the Federal Government, leased by the Federal Government (i.e., as lessee), or otherwise managed by the Federal Government. The most often used codes to identify legal interest will be "G" and "L" as defined by FRPC. State-owned assets managed by an OPDIV (code "S"), and foreign government-owned assets managed by an OPDIV (code "F"), will be rare. HHS will work with FRPC to establish a code for tribally-owned, HHS managed assets as appropriate. HHS-owned, tribally managed assets shall be reported with a Legal Interest of "G" (valid codes are in parenthesis). Please see C.3.1 Tribally Operated for additional instructions.

- **Owned (G):** The Federal Government has fee simple interest for the real property.
- **Leased (L):** The rights to use the real property have been assigned to the Federal Government by a private entity or a non-Federal Government entity for a defined period of time in return for rental payments.

Otherwise Managed:

- **State Government-Owned (S):** A U.S. state government holds title to the real property but rights for use have been granted to a Federal Government entity in other than a leasehold arrangement.
- **Foreign Government-Owned (F):** A foreign government holds title to the real property but rights for use have been granted to a Federal Government entity in other than a leasehold arrangement.

The Legal Interest field also captures information regarding maintenance

responsibility for leased assets to allow for validation of complete Condition Index performance measures. Use the **Lease Maintenance Indicator** pick list to indicate yes or no as to whether the reporting Federal agency has responsibility for maintaining the condition of the leased asset. This information will be required in FY 2007 and is optional in FY 2006.

Note: Section 2 of Executive Order 13327 defines Federal real property as including real property owned, leased, or otherwise managed by the Federal Government, both within and outside the United States, and improvements on Federal lands. The EO excludes other interests in real property (see Section 2 of EO 13327). Therefore, only Federal Government owned, leased or otherwise managed (State owned or Foreign Government owned) is to be reported. For property where the Federal Government occupies the property via easement, the property is not reported as it is excluded in the EO. For Federal Government owned property where the Federal Government has issued an easement to another entity, the property should be reported as Federal Government owned, but the easement should be listed in data element 23, **Restrictions**.

C.3.1 TRIBALLY OPERATED

For HHS internal purposes, OPDIVS should note if an owned asset is or is not tribally operated. Enter Y if it is tribally operated and N if it is not tribally operated.

C.4 Status

Status reflects the predominant physical/operational status of the asset. Buildings, structures and land parcels will have one of the following attributes (valid codes are in parenthesis):

- **Active (A):** Currently assigned a mission by the reporting agency,
- **Inactive (I):** Not currently being used but may have a future need. Includes real property in a caretaker status (closed pending disposal, for example facilities that are pending a BRAC action) and closed installations with no assigned current federal mission or function, and.
- **Excess (E):** Formally identified as having no further program use of the property by the landholding agency.

C.4.1 OUTGRANT INDICATOR

In addition to the predominant **Status** of the property, each asset where the **Legal Interest** equals "owned" or "leased" will have an **Outgrant Indicator**. **Outgrant** refers to Federal Government-owned or leased real property in which rights have been conveyed or granted to another entity.

- **Outgranted/Outleased Indicator (Y/N):** Indicate Yes(Y) or No(N) as to whether rights have been conveyed or granted to another entity.

C.5 Historical Status

Note: Otherwise
Managed property is not
reported for
Historical Status.

Land, Buildings and Structures (owned and leased) will have one of the following **Historical Status** attributes (valid codes are in parenthesis):

- National Historic Landmark - NHL,
- National Register Listed - NRL,
- National Register Eligible - NRE,

- Non-contributing element of NHL/NRL district,
- Not Evaluated, and
- Evaluated, Not Historic.

Note: *Historical Status* is reported on all buildings, structures and land assets, except those land assets that have been evaluated and for which disclosure of historic status is restricted based upon EO 13007 and Section 304 of the National Historic Preservation Act.

C. 6 Reporting Agency

Reporting Agency --This field refers to the Federal Agency/Bureau reporting the property to the FRPC database. This field, in conjunction with the Legal Status field, defines who owns an asset.

The 4 digit code for HHS, which is 7500, has been hard-coded into the system so OPDIVs do not need to enter it.

C. 7 Using Organization

Using Organization refers to the *predominant* Federal Government Agency/Bureau (or other non-Federal Government entity) occupying the property.

Provide the 4 digit Agency Bureau Code of the predominant user of the property. If the property is occupied by a non-Federal Government entity (e.g., private sector), provide "9999" for the **Using Organization** value. Agency Bureau Codes relevant to HHS are listed in Appendix F.

C.8 Size

Size refers to the size of the real property asset according to appropriate units of measure. The unit of measure used for the three real property types is as follows:

- For land, the unit of measure is *acreage* and is designated as either **Rural Acres** or **Urban Acres**;
- For buildings, the unit of measure is area in *square feet* and designated as **Gross Square Feet (GSF)**; and
- For structures, refer to the **Structure Unit of Measure** table on the following page for the unit of measure to use in reporting the size for specific types of structures.

C.8.1 ACRES

Rural Acres

Provide the number of rural acres associated with each land parcel record.

URBAN ACRES

Provide the number of urban acres associated with each land parcel record. Database will accept a maximum of 9 digits plus 2 decimal place.

C.8.2 GROSS SQUARE FEET

Provide the total area in gross square feet.

C.8.3 UNIT OF MEASURE

Provide both the size (or quantity) and the unit of measure for the structure. The table below provides the valid units of measure for each predominant use category. The database will accept a maximum of 9 digits plus 2 decimal places.

Note: The unit of measure is reported along with size of the structure. The database codes for the units of measure are as follows:

- (1) Each
- (2) Lane Miles
- (3) Linear Feet
- (4) Miles
- (5) Square Yards

Code	Predominate Use Category for Structures	Valid Units of Measure
12	Airfields Pavements	Square Yards
13	Harbors and Ports	Square Yards
15	Power Development and Distribution	Each, Linear Feet
16	Reclamation and Irrigation	Each, Linear Feet
18	Flood Control and Navigation	Each, Linear Feet
40	Storage (other than buildings)	Each, Linear Feet
50	Industrial (other than buildings)	Each, Linear Feet
60	Service (other than buildings)	Each
65	Space Exploration Structures	Each
66	Parking Structures	places.
70	Research and Development (other than Labs)	Each
71	Utility Systems	Each, Linear Feet, Miles
72	Communications Systems	Each, Miles
73	Navigation and Traffic Aids (other than buildings)	Each
75	Recreational (other than buildings)	Each
76	Roads and Bridges	Lane Miles, Square Yards
77	Railroads	Miles
78	Monuments and Memorials	Each
79	Miscellaneous Military Facilities	Each
82	Weapons Ranges	Each
80	All Other	Each, Lane Miles, Linear Feet, Miles, Square Yards

C.9 Utilization (Performance Measure 1)

Utilization will be required only for the five **Building Predominant Use** categories listed in the table:

- Office (code 10)
- Hospital (code 21)
- Warehouse (code 41)
- Laboratory (code 74)
- Housing (codes 30,31)

Note: For each building or structure report only the utilization category code:

- 1 (over-utilized)
- 2 (utilized)
- 3 (under-utilized)
- 4 (not utilized)

Agencies should however maintain the actual percentage for audit purposes.

Guidance for the Utilization Performance Measure below is specific to HHS and follows its "Performance Measure for Facilities Utilization" included as Appendix G. HHS, with the concurrence of the Office of Management and Budget, is not using the guidance outlined in the FRPC "Interim FY 2005 Guidance for Real Property Inventory Reporting."

Utilization is defined as: The state of having been made use of, i.e., the rate of utilization.

The Utilization Rates for each of the five Building Predominant Use categories are defined in Appendix G.

Current design capacity is defined as the maximum capacity at which an asset, facility or system can operate, regardless of statutory, regulatory, contractual or other conditions or restrictions.

Agencies have flexibility in judgment for determining current design capacity.

Agencies will capture and maintain **Utilization** as a percent utilization on a scale of 0% to 100%, but report only the associated category code (O, U, N., or V) as shown in **Table 1**, which identifies the categories and percent utilization used to determine the rate of utilization.

Table 1: Categories & Percent Utilization

<i>Building Use Categories/Codes</i>					
<i>Utilization Categories & Codes for Reporting</i>	Office (10)	Hospital (21)	Warehouse (41)	Laboratory (74)	Housing (30, 31)
O Over Utilized	>95%	>120%	>85%	<420 nasf	N/A
U Utilized	75-95 %	80-120%	50-85 %	420 - 600 nasf	85-100 %
N Under Utilized	<75%	<80 %	10-50 %	>600 nasf	< 85%
V Not Utilized	N/A	N/A	<10 %	N/A	N/A

Example: An owned office building is 25,000 USF (design capacity) but only 15,000 square feet are occupied (occupancy).
The formula is as follows: **60% = (15,000sf / 25,000sf) x 100.**
For this utilization rate of 60% for the Office category, the **Utilization** value of 3 (for Under Utilized) would be reported.

C.10 Value

Note: Land is excluded for **Value**. Only buildings and structures will be required to have a functional/plant replacement value reported in the inventory.

Value is defined as: The functional/plant replacement value; the cost of replacing the existing constructed asset at today's standards.

Formula: *Value = Unit x Unit Cost x Overhead Factor*

The result is adjusted by area cost and inflation, as appropriate.

For leased and otherwise managed property, **Unit** should be based on the area as specified in the lease agreement.

Note: Overhead factor includes other costs that are associated with construction such as planning and design, historic factor, supervision, inspection and other overhead costs. Agencies such as DoD and GSA have published cost guidance that can be used by other agencies.

At HHS, OPDIVs shall develop their own rationale and guidance, appropriate to their facilities for implementing the value formula. In so doing, OPDIVs must use the formula above. OPDIVs shall make their rationale available upon request.

C.11 Condition Index (Performance Measure 2)

Note: Land is excluded for **Condition Index**. Only buildings and structures will be required to have a **Condition Index**.

Condition Index (CI) is a general measure of the constructed asset's condition at a specific point in time. CI is calculated as the ratio of **Repair Needs** to **Plant Replacement Value** (PRV) (also known as functional replacement value).

$$\text{Formula: } CI = (1 - \$\text{repair needs}/\$PRV) \times 100$$

The CI will be reported as a "percent condition" on a scale of 0% to 100% (positive whole numbers; for cases in which the calculation results in a negative number, the percentage should be reported as zero). The higher the CI the better the condition the constructed asset is in. The CI will be reported annually on an agency or department-wide basis.

Repair Needs: the amount necessary to ensure that a constructed asset is restored to a condition substantially equivalent to the originally intended and designed capacity, efficiency or capability. Agencies/departments will initially determine repair needs based on existing processes, with a future goal to further refine and standardize the definition.

Plant Replacement Value: (or functional replacement value) the cost of replacing an existing asset at today's standards (see section *C.10 Value*). Target CI levels will initially be set by the agencies/departments in consultation with OMB.

Note: If the agency only owns, leases or otherwise manages a portion of the constructed asset, only report condition on the owned, leased or otherwise managed portion of the inventory.

For leased assets, only report the condition for leases where the Government is responsible for maintaining the condition of the asset.

C.12 Mission Dependency (Performance Measure 3)

Mission Dependency is the value an asset brings to the performance of the mission as determined by the governing agency in one of the following categories (valid codes are in parenthesis). For HHS purposes, there is also a text field which should be completed for any asset that is designated Not Mission Dependent to explain the reason for this designation.

- (1) **Mission Critical** – without constructed asset or parcel of land, mission is compromised;
- (2) **Mission Dependent, Not Critical** – does not fit into *Mission Critical* or *Not Mission Dependent* categories; and
- (3) **Not Mission Dependent** – mission unaffected.

C.13 Rent & Annual Operating Costs (Performance Measure 4)

Annual Operating Costs for Government owned properties (other than leased) consist of the following :

- Recurring maintenance and repair costs;
- Utilities (includes plant operation and purchase of energy);
- Cleaning and/or janitorial costs (includes pest control, refuse collection and disposal to include recycling operations); and
- Roads/grounds expenses (includes grounds maintenance, landscaping and snow and ice removal from roads, piers and airfields).

Rent & Annual Operating Costs for leases signed by HHS

For direct leases, HHS entities should report annual lease costs, plus any additional government operating expenses (as listed above) not covered in the lease, for which HHS is responsible.

HHS entities are to provide actual costs annually for all buildings , land and structures. This field is to be populated as a *total* annual cost, not on a cost-per-square foot basis.

C.14 Main Location

Main Location refers to the street/delivery address for the asset or the latitude and longitude coordinates. Either of the following will be provided for the constructed asset or parcel of land:

- Street address;
- OR
- Latitude and longitude (if no security concerns).

Note: For assets that do not have a specific street address and there is a security issue associated with reporting the latitude/longitude: Report the street address for the main gate or main entrance if the asset is located on an installation or campus. If the asset is not located on an installation or campus, report the ZIP code in this field (as well as in ZIP Code field). For overseas locations where zip codes are not applicable, report the nearest city and country.

C.14.1 Street Address

Provide the **Street Address** in geo-codable format, i.e., an address that can be mapped by Geographic Information System (GIS) software or used by an overnight delivery service to deliver packages. An example of a geo-codable address is 1800 F Street. **Do not use the following:**

- ☒ Mailing address that is different than the location's address,
- ☒ Building name,
- ☒ Street corner (e.g., 18th & F Streets),
- ☒ Other description (such as a Post Office Box number), or
- ☒ Symbols such as double quote ("), underline (_), plus (+), percent (%), and ampersand (&).

C.14.2 LATITUDE

C.14.3 LONGITUDE

Indicate the **Latitude** and **Longitude** of the asset's physical address. Report **Latitude** and **Longitude** in either decimal format or degrees, minutes, seconds and direction.

C.15 Real Property Unique Identifier

Real Property Unique Identifier is a code that is unique to an item of real property that will allow for linkages to other information systems. The **Real Property Unique Identifier** is assigned by the Reporting Agency and can contain up to 24 alpha-numeric digits.

C.16 City

Provide the 4 digit GLC for the **City** or town associated with the reported **Main Location** in which the land parcel, building or structure is located.

GLCs (Geo Location Codes) can be found at: <http://www.gsa.gov/glc>

C.17 State

Provide the 2 digit GLC for the **State** associated with the reported **Main Location** in which the land parcel, building or structure is located.

C.18 Country

Provide the 3 digit GLC for the **Country** associated with the reported **Main Location** in which the land parcel, building or structure is located.

C.19 County

Provide the 3 digit GLC for the **County** associated with the reported **Main Location** in which the land parcel, building or structure is located.

C.20 Congressional District

Provide the value for the **Congressional District** associated with the reported **Main Location** in which the land parcel, building or structure is located. For states with a single congressional district, utilize 00.

C.21 ZIP Code

Provide the 5 digit ZIP code associated with the reported **Main Location** in which the land parcel, building or structure is located and, if known, the additional four-digit zip code suffix. Zip codes can be found at <http://www.usps.com>.

C.22 Installation/ Sub-installation Identifier

C.22.1 Installation ID

Type 10-Installation records are now required only if agency has a waiver from OMB for reporting assets at a summary level.

Headquarters Installations – Land, buildings, other structures, and facilities, or any combination of these. Examples of installations are a national forest, national park, hydroelectric project, office building, warehouse building, border station, base, post, camp, or an unimproved site.

Provide a 24 digit alpha-numeric code for the **Installation ID** assigned by the Reporting Agency. Installation ID was formerly referred to as Installation Number in FRPP-IA

C.22.2 Sub-Installation ID

Sub-installation – Part of an installation identified by a different geographic location code than that of the headquarters installation. An installation must be separated into Sub-installations (and reported separately) when the installation is located in more than one state or county. However, an agency may elect to separate an installation into Sub-installations even if the installation is not located in more than one state or county.

Provide a 6 digit alpha-numeric code for the **Sub-installation ID** assigned by Reporting Agency. **Sub-installation** was formerly referred to as 'Site Code' in FRPP-IA.

C.22.3 Installation Name (Optional)

Installation Name - Installation Name is an optional data element. An installation name can be the building name in the case of a single building installation or the name of the entire installation as in the case of a National park. You may not use symbols such as quotes (), underline (_), plus (+), percent (%), and ampersand (&).

Provide up to 100 alpha-numeric digits for the Installation Name assigned by Reporting Agency.

C.23 Restrictions

See section **F. FRPC Restrictions – Categories** & Codes for legal descriptions.

Restrictions are limitations on the use of real property. Provide one or more of the following values for each building, structure and parcel of land (valid codes are in parenthesis):

- (1) Environmental Restrictions (cleanup-based restrictions, etc.);
- (2) Natural Resource Restrictions (endangered species, sensitive habitats, floodplains, etc.);
- (3) Cultural Resource Restrictions (archeological, historic, Native American resources (except those excluded by EO 13007, Section 304 of the National Historical Preservation Act, etc.);
- (4) Developmental (improvements) Restrictions;
- (5) Reversionary Clauses from Deed;
- (6) Zoning Restrictions;
- (7) Easements (including access for maintenance rights, etc.);
- (8) Rights-of-Way;
- (9) Mineral Interests;
- (10) Water Rights;
- (11) Air Rights;
- (12) Other;
- (13) Non Applicable

Note: More than one restriction value is acceptable; if a property has multiple restrictions associated with it, agency should report them all. Partial restrictions should also be reported (e.g., easement granted on part of the land parcel).

C.24 Dispositions

C.24 Disposition Method

During the confirmation step of the FRPP data submission process, FRPP will generate a report of missing **Real Property Unique Identifiers** in the current reporting period compared to the previous year's reporting to ensure that all disposed property has been properly identified. Agencies will receive a report of the missing **Real Property Unique Identifiers** and will need to correct data or be prepared to explain these variances to OMB.

To meet the goal of rightsizing the Federal inventory of assets, the FRPC, Federal agencies, and OMB will use Disposition data as a mechanism to track assets that have transferred within or exited the Federal portfolio. Agencies are required to report all assets that have exited the inventory of assets during the reporting fiscal year. This will include, but is not limited to, sales, federal transfers, public benefit conveyances, demolitions, and lease terminations.

For assets that exit the inventory during the current reporting period, agencies will be required to provide:

- **Reporting Agency** (see data element #6)
- **Real Property Unique Identifier** (see data element #15)
- **Disposition** (data element 24)

The following **Disposition** sub-data elements will be required beginning with FY06 reporting:

- **Disposition Method**
- **Disposition Date**
- **Disposition Value**

The following two additional **Disposition** sub-data elements will be required for FY07 reporting (although functionality to accept the data will be programmed into the FRPP for FY06):

- **Net Proceeds**
- **Recipient**

Notes:

- A waiver from OMB will be required for agencies that cannot report required **Disposition** data for FY06. Agencies with an approved waiver will be required to report data for this element using an OMB-provided format.
- **Disposition** data is reported only in the year the asset has exited the agency's inventory.

C.24.1 Disposition Method

Note: The definitions of the sub-categories of disposition methods for Public Benefit Conveyance can be found in [Definitions and Codes - Public Benefit Conveyance Methods](#).

Report one of the following six categories for the disposition method as outlined below: Public Benefit Conveyance, Federal Transfer, Sale, Demolition, Lease Termination, or Other.

Provide one of the 2-character codes to indicate the disposition method (valid codes are in parentheses):

- **(PB) Public Benefit Conveyance**

Subcategories (optional):

- **(HA):** Homeless Assistance
- **(HE):** Health or Educational Use
- **(PR):** Public Parks and Public Recreational Area
- **(HM):** Historic Monuments
- **(CF):** Correctional Facility Use

- **(PF):** Port Facilities
- **(PA):** Public Airports
- **(WC):** Wildlife Conservation
- **(NS):** Negotiated Sales to Public Agencies
- **(SH):** Self-help Housing
- **(LE):** Law Enforcement and Emergency Management Response
- **(FT) Federal Transfer**
- **(SL) Sale**
Subcategories (optional):
 - **(SN):** Negotiated Sale
 - **(SP):** Public Sale
 - **(DM) Demolition**
- **(LX) Lease Termination**
- **(OT) Other**

C.24.2 Disposition Date

Report the date the disposal action was completed in mm/dd/yyyy format. Refer to the examples in the matrix below for the **Disposition Date** to report based on the method of disposal.

Disposition Method	Example Event Indicating Disposition Date
Public Benefit Conveyance	Date of assignment letter to sponsoring agency and subsequent deed date to grantee
Federal Transfer	Date of letter of transfer
Sale (Negotiated or Public)	Deed date
Lease Termination	Lease termination date

C.24.3 Disposition Value

Elements C.24.4 and C.24.5 are optional for FY 2006 but required commencing with FY 2007 reporting.

Reported **Disposition Value** is dependent upon the disposition method. The following **Disposition Value** information is to be reported:

Disposition Method	Disposition Value to Report
Public Benefit Conveyance Federal Transfer Demolition Other	Plant Replacement Value
Sale (Negotiated or Public)	Sales Price
Lease Termination	Government's Cost Avoidance

C.24.4 Net Proceeds

Report the proceeds received as part of the asset disposal less the disposal costs incurred by the agency. Data reporting is required only for assets disposed through Sale or Lease Termination.

C.24.5 Recipient (Optional for FY06)

Report either the name of the Federal Agency or the name of the non-Federal organization that received the asset. Data reporting is required only for assets disposed through Federal Transfer or Public Benefit Conveyance.

Notes:

- Use "Private" for recipients covered by the Privacy Act.
- Use the 4-digit Agency/Bureau code for Federal Transfers.

D. HHS LEASE INVENTORY DATA ELEMENTS & DESCRIPTIONS

D.0.1 Real Property Reporting

In addition to the data collected for FRPC reporting described above, HHS compiles data for its internal purposes on leased assets occupied by HHS entities. (This includes direct leases, which are leases executed by HHS, as well as leases executed by GSA.)

The following are expected to report leased property for which they are accountable: Administration on Aging, Administration for Children and Families, Agency for Healthcare Research and Quality, Centers for Disease Control and Prevention, Centers for Medicare and Medicaid Services, the Food and Drug Administration, Health Resources and Services Administration, Indian Health Service, the National Institutes of Health, the Office of the Inspector General, the Office of the Secretary, the Program Support Center, and the Substance Abuse and Mental Health Services Administration.

The HHS entity that has signed the direct lease, or the GSA Occupancy Agreement or made other similar arrangements with GSA is responsible for reporting the property. Please note that the Program Support Center is responsible for reporting on property which it occupies but not for property for which it may provide administrative services for other HHS entities.

D.0.2 HHS Inventory Data Elements & Descriptions

HHS has identified and defined 21 mandatory data elements that will be reported for each lease, as listed below. There is a Quick Guide - HHS ARIS Data Dictionary in Appendix I, and detailed definitions for each data element are included in Section D.

HHS Inventory Data Elements

Data Element #	Data Element Name
1	OPDIV
2	Reporting Agency
3	Real Property Unique Identifier
4	Building Name
5	Street Address
6	City
7	State
8	Zip Code
9	Country
10	Real Property Use
11	Ownership
12	Size
13	Number of Occupants
14	Security Level
15	Rent and Total Annual Operating Costs
16	Lease Option (Y/N)
17	Lease Start Date
18	Lease End Date
19	Options Remaining
20	Utilization Rate
21	Mission Dependency

Some of the HHS data elements differ from the FRPC elements. HHS OPDIVs which report direct leases for the FRPC inventory need to also include data on direct leases for the HHS leased inventory. There are some data elements which are common to the FRPC and HHS ARIS databases so OPDIVs do not need to repeat them when reporting on direct leases for the HHS ARIS database. OPDIVs with direct leases need to report only the additional elements listed below for the HHS ARIS database..

Data Element #	Data Element Name
1	OPDIV
11	Ownership
13	Number of Occupants
14	Security Level
16	Lease Option (Y/N)
17	Lease Start Date
18	Lease End Date
19	Options Remaining
20	Utilization Rate
21	Mission Dependency

If there is more than one lease in a building, there should be an entry for each lease, rather than a single compilation of the information for all leases in that building. As well, there may be more than one Occupancy Agreement between an HHS entity and GSA under a single lease. Reporting in the HHS ARIS system is at the lease level and relevant information from multiple Occupancy Agreements should be aggregated and reported as one lease.

For a building with multiple leases, report each lease individually.

For a lease that spans over multiple buildings, report data at a constructed asset level and prorate the value and Operating and Maintenance costs per building.

D.0.3 ARIS Data Elements with corresponding Harbor Flex Locations

The following table provides information regarding the location of each ARIS Data Element in the Harbor Flex system. The screen shots that follow show the fields referenced in this mapping table.

Data Element Name	Harbor Flex Section	Harbor Flex Field Name	Comments
1. OPDIV	Record Detail	Division	
2. Reporting Agency	Shared Section	Reporting Agency Code	
3. Real Property Unique Identifier	Record Detail	File Id	
4. Building Name	Record Detail	File Name	
5. Main Location	Record Detail	Address	
6. City	Record Detail	City	
7. State	Record Detail	State	
8. Zip Code	Record Detail	Postal Code	
9. Country	Record Detail	Country	
10. Real Property Use	Record Detail	Subtype	The available Real Property User values will be filtered automatically based on the selected Real Property Type.
11. Ownership	ARIS Section	Ownership	
12. Size	ARIS Section	Rentable Size Usable Size Other Size	
13. Number of Occupants	ARIS Section	# of Occupants	
14. Security Level	ARIS Section	Security Level	
15. Rent and Total Annual Occupancy Costs	Shared Section	Rent and Total Annual Occupancy Costs	
16. Lease Option (Y/N)	ARIS Section	Lease Options	
17. Lease Start Date	ARIS Section -or- Key Dates Section	Commencement -or- Commencement Key Date	If you do not need to receive notifications on the date, then use the Commencement field in the ARIS Section. If you would like to receive notifications on the date, then use the Key Dates section and add a date of type "Commencement". Do not enter the date in both sections; just choose one or the other. The ARIS report will automatically figure out which section you used.
18. Lease End Date	ARIS Section -or- Key Dates Section	Expiration -or- Expiration Key Date	If you do not need to receive notifications on the date, then use the Expiration field in the ARIS Section. If you would like to receive notifications on the date, then use the Key Dates section and add a date of type "Expiration". Do not enter the date in both sections; just choose one or the other. The ARIS report will automatically figure out which section you used.
19. Options Remaining	ARIS Section	# of Options Remaining	
20. Utilization Rate	NA	NA	This field is calculated automatically in the report.
21. Mission Dependency	Shared Section	Mission Dependency	

D.0.4 Harbor Flex Screen Shots

Harbor Flex Record Detail Screen

This section at the top of the screen contains basic information such as size and address information. In this case, Real Property Type is "Building". Most of the information stored here is common to both FRPC and ARIS reporting. Please note that the screen shots depict a Real Property Type of "Building". If you are working with a Real Property Type of "Land" or "Structure", then the Record Detail screen will be labeled as such.

The screenshot shows a web browser window titled "Harbor Flex - Mozilla Firefox" with the address bar displaying "https://sys.harborflex.com/". The page header includes "Go to Main Menu" and "Harbor Flex". A left sidebar lists navigation options under "HHS" and "ACF", including "Aerospace Center 3rd Flc", "Aerospace Center 8th Flc", "Aerospace Center Prima", "Corporate Hill II : OH2149", "Evergreen Plaza : WA7405", and "Forest Service Building :". The main content area is titled "Building Detail" and features a "COPY" button and an "EDIT" button. The page is divided into two main sections: a top section for basic building information and a bottom section for ownership and operational details. The top section includes fields for Division, Name, Address, Suite, City State Postal, Country, File Id, Status, Type, Subtype, Size, and Alt Size. The bottom section includes fields for Ownership, Lease Options, Rentable Size, # of Options Remaining, Usable Size, # of Occupants, Security Level, Building Name, Tribally Operated, Other Size, Total Annual Operating Costs, Report to FRPC, Report to ARIS, Commencement, and Expiration.

Building Detail	
Division:	ACF
Name:	Aerospace Center 3rd Floor
Address:	901 D Street SW
Suite:	3rd Floor
City State Postal:	WASHINGTON, DC 20024-2169
Country:	United States
File Id:	DC0343c
Status:	Active
Type:	Building
Subtype:	Office
Size:	10,414.00 SF
Alt Size:	9,630.00 SF

[ARIS](#) | [FRPC](#) | [Shared](#) | [Restrictions](#) | [Key Dates](#) | [Map](#) | [Reporting](#) **EDIT**

Ownership and Operational Details	
Ownership:	GSA Leased
Lease Options:	No
Rentable Size:	10,414 SF
# of Options Remaining:	0
Usable Size:	9,630 SF
# of Occupants:	33
Security Level:	4
Building Name:	Aerospace Center
Tribally Operated:	No
Other Size:	0 SF
Total Annual Operating Costs:	\$ 468,674.00
Report to FRPC:	Yes
Report to ARIS:	Yes
Commencement:	10/01/2002
Expiration:	06/16/2008

Harbor Flex ARIS Section

This section contains fields that are required for ARIS reporting.

ARIS	EDIT		
Ownership:	GSA Leased	Tribally Operated:	No
Lease Options:	No	Other Size:	0 SF
Rentable Size:	10,414 SF	Total Annual Operating Costs:	\$ 377,826.00
# of Options Remaining:	0	Report to FRPC:	Yes
Usable Size:	9,630 SF	Report to ARIS:	Yes
# of Occupants:	33	Commencement:	10/01/2002
Security Level:	4	Expiration:	06/16/2008
Building Name:	Aerospace Center		

Harbor Flex Key Dates Section

This section contains Key Dates that can be used for the Lease Start Date and Lease End Date fields.

D.1 OPDIV

OPDIV refers to the HHS entity reporting the asset. The acronyms to be use for reporting each entity are listed below.

Acronym	OPDIV or Entity
ACF	Administration for Children and Families
AOA	Administration on Aging
AHRQ	Agency for Healthcare Research and Quality
CDC	Centers for Disease Control and Prevention
CMS	Centers for Medicare and Medicaid Services
FDA	Food and Drug Administration
HRSA	Health Resources and Services Administration
IHS	Indian Health Service
NIH	National Institutes of Health
OIG	Office of the Inspector General
OS	Office of the Secretary
PSC	Program Support Center
SAMHSA	Substance Abuse & Mental Health Services Administration

D.2 Reporting Agency

Reporting Agency refers to the entity reporting the property to the HHS ARIS inventory database.

Provide the 4 digit Agency Bureau Code for the entity (i.e., agency reporting the property). The agency bureau code is a 4 digit GSA-provided code identifying the agency and bureau. The first two digits identify the agency; the last two digits identify the bureau within the agency.

D.3 Real Property Unique Identifier

The Real Property Unique Identifier is a code that is unique to an item of real property that will allow for linkages to other information systems. The identifier is assigned by GSA, for properties leased from GSA. If an asset is not leased through GSA and there is no other Real Property Unique Identifier in use by the HHS entity reporting the asset, the HHS entity should create a six-digit code, the first two digits of which are the abbreviation for the state in which the asset is located.

A building with more than one lease should have an identifier that contains a suffix making it unique. For example, if building MD1245 has three leases, the identifiers for those leases could be MD1245a, MD1245b, and MD1245c.

D.4 Building Name

Building Name is another identifier for a building, such as a Federal building named after someone or a building which has a name such XX Plaza or Center. For buildings which have names, provide that information without abbreviations. For buildings without a name, enter the street address in this field, as well as in the Street Address field.

D.5 Street Address

Street Address refers to the street/delivery address for the asset.

Note: For assets that do not have a specific street address, report the street address for the main gate or main entrance if the asset is located on an installation or campus. If the asset is not located on an installation or campus, report the ZIP code in this field (as well as in ZIP Code field). For overseas locations where zip codes are not applicable, report the nearest city and country.

Provide the **Street Address** in geo-codable format, i.e., an address that can be mapped by Geographic Information System (GIS) software or used by an overnight delivery service to deliver packages. An example of a geo-codable address is 1800 F Street.

Do not use the following:

- ☒ Mailing address that is different than the location's address,
- ☒ Building name,
- ☒ Street corner (e.g., 18th & F Streets),
- ☒ Other description (such as a Post Office Box number), or
- ☒ Symbols such as double quote ("), underline (_), plus (+), percent (%), and ampersand (&).

D.6 City

Provide the 4 digit GLC for the **City** or town associated with the reported **Street Address**.

GLCs (Geo Location Codes) can be found at: <http://www.gsa.gov/glc>

D.7 State

Provide the 2 digit GLC for the **State** associated which the reported **Street Address**.

D.8 ZIP Code

Provide the 5 digit ZIP code associated with the reported **Street Address** in and, if known, the additional four-digit zip code suffix. Zip codes can be found at <http://www.usps.com>.

D.9 Country

Provide the 3 digit GLC for the **Country** associated with the reported **Street Address**.

D.10 Predominant Usage

Record the name of just one predominant use for each asset.

Predominant Usage means the use to which the greatest portion of the real property asset is currently put. For example, buildings used primarily for office purposes are classified as office even though certain portions of them may be used for storage or research.

A real property asset must have one and only one predominant use. Real Property Predominant Use Categories along with descriptions can be found in the Appendix D.

Enter the complete word for the appropriate use; do not abbreviate. For the ARIS database, do not use the use codes.

D.11 Ownership

Ownership indicates whether the asset is owned or leased by GSA or directly leased by HHS.

The four landowning OPDIVs can continue to enter ownership information in their proprietary systems consistent with how the information has been entered to date. Harborflex is coded to show ownership in the categories below from the information provided by those OPDIVs.

All other HHS entities shall enter Ownership as one of the four options. For GSA controlled assets, use:

GSA Leased, or
GSA Owned.

For HHS direct leases, use:

GSA Delegation, or
Other Authority.

Do not use dashes or abbreviations.

D.12 Size

There are four columns for entering the size of an asset: Rentable Square Feet (for buildings), Usable Square Feet (for buildings), Acres (for land) and Other (which can accommodate any other type of measurement). There is also a column called Other UOM for specifying the unit of measure that corresponds with the Other size field.

For building size and unit of measure, use information provided on the GSA rent bill for assets leased from GSA.

- **Rentable Square Feet** refers to the size of the real property asset. For reporting purposes, it should include all of the rentable square footage included in the lease/occupancy agreement. Do not provide a total of all leases in a building where there are multiple leases; report each lease separately.
- **Usable Square Feet** refers to the usable area.
- **Acres** are the unit of measure for land.
- **Other** is for sizes that are specified in units of measure that are different from square feet or acres. For example, if reporting on a parking lot, the number of parking spaces would be

included in the Other Size column, and Parking Spaces would be included for the Other UOM column.

D.13 Number of Occupants

Number of Occupants shall be reported based on information from the census taken annually on October 1. The census shall count each staff person who holds an HHS (or OPDIV) ID and occupies HHS (or OPDIV) facilities. "Staff" includes HHS (OPDIV) employees (Full Time Equivalents), contractors, guest researchers, research fellows, tenants (such as daycare centers and retail spaces) and volunteers. No distinction is made between part-time and full-time employees, each of whom is counted as a whole number. The census counts people in all facilities, leased and owned.

Enter a numeral. If there are no occupants, such as for a parking garage, enter 0.

D.14 Security Level

HHS entities make their own determinations as to the security level of an asset based on Department of Justice guidance.

D.15 Rent and Annual Operating Costs

Rent and Annual Operating Costs consist of rent and any other costs not borne by the landlord and paid by the HHS entity, such as utilities and cleaning and/or janitorial costs.

HHS entities are to provide actual total costs annually. For GSA leases, use the GSA rent bill information.

D.16 Lease Option (Y/N)

If the lease has options remaining, provide a Y. If the lease has no remaining options, enter N. If the lease had no options, enter NA without using any additional symbols.

D.17 Lease Start Date

Provide the date that the leased commenced.

Enter the date as month/day/year using two digits for the month and day and four for the year, as shown: 00/00/0000

D.18 Lease End Date

Provide the date that the lease will end.

Enter the date as month/day/year using two digits for the month and day and four for the year, as shown: 00/00/0000

D.19 Options Remaining

Provide the number of options remaining for this numeric field. Enter 0 if there are none remaining. Enter NA if there were no options with the lease.

D.20 Utilization Rate

Utilization Rate for the HHS ARIS database is defined as the Usable Square Feet divided by the Number of Occupants using the asset.

Divide the Usable Square Feet data element by the Number of Occupants data element and enter the result in the Utilization Rate column. For parking lots, enter NA. There should be a Utilization Rate reported for all other property types.

Please note that the **Utilization Rate** for assets reported in the HHS ARIS database differs from the HHS performance measure which is reported for the FRPC database.

D.21 Mission Dependency

Mission Dependency is the value an asset brings to the performance of the mission as determined by the governing agency in one of the following categories (valid codes to be entered are in parenthesis). For HHS purposes, there is also a text field called “Explain Why Not MD”, which should be completed for any asset that is designated Not Mission Dependent to explain the reason for this designation.

(C) Mission Critical – without constructed asset or parcel of land, mission is compromised;

(D) Mission Dependent, Not Critical – does not fit into *Mission Critical* or *Not Mission Dependent* categories;

(N) Not Mission Dependent – mission unaffected.

E. FRPC FREQUENTLY ASKED QUESTIONS – FAQs

The following are frequently asked questions from agencies are grouped by data element number. Questions related to data submission can be found at the end of the list.

Data Element/ Keyword	Question
E.1 Real Property Type	
1. Real Property Type;	<p>(1) What types of real property must be reported for the annual real property Inventory, and how is this different from last year's reporting requirement?</p> <p>Agencies must report all land, buildings, and other structures owned, leased or otherwise managed. Refer to EO 13327 for additional information.</p>
1. Real Property Type; Land	<p>(2) Our agency is using land on a permit-basis from another Federal agency that owns the land. Which agency should report the land to GSA for the purposes of reporting real property inventory information?</p> <p>The agency that owns the land should report the land to GSA.</p>
1. Real Property Type; Buildings; Structures;	<p>(3) Are trailers considered buildings or structures?</p> <p>This would depend on an individual agency's internal regulations. If the trailer is considered personal property within the agency, then it is not reported. If it is considered to be real property, then it should be reported to the FY2005 inventory system.</p>
E.2 Real Property Use	
2. Real Property Use	<p>(4) Can more than one land use classification code be reported for one land record?</p> <p>No. Unlike previous reporting years, only one predominant land use classification code can be used for each land record.</p>
2. Real Property Use	<p>(5) How should I report a structure, such as the Vietnam Memorial, that is located on Government-owned land?</p> <p>The land and the structure are separate records. Report information on the structure itself (Vietnam Memorial) and the land on which the structure is located. For the structure, using the Use Categories, identify the Vietnam Memorial with the use code "78 – Monuments and Memorials." Identify the land the Vietnam Memorial is located on with the predominant use code "08 – Parks and Historic Sites."</p>
2. Real Property Use	<p>(6) How would I report structures such as antennas and water towers?</p> <p>Antennas are reported as use code "73- "Navigation and Traffic Aids (Other than Buildings)", and water towers as use code "71 - "Utility Systems (Heating, Sewage, Water, and Electrical Systems)".</p>
E.3 Legal Interest	
3. Legal Interest	<p>(7) Are all 23 data elements required for leased and otherwise managed properties, specifically does Plant Replacement Value, Historical Status, and Condition Index apply to leased and otherwise managed properties?</p> <p>All data elements will apply to owned, leased and otherwise managed property (with exception of Historical Status which is not required for otherwise managed properties).</p>
3. Legal Interest	<p>(8) Does a record for Government owned property contain the same information as a record for leased or otherwise managed property?</p> <p>Yes, all 23 data elements apply to owned, leased and otherwise managed property (although Historic Status is not required for otherwise managed property)</p>
3. Legal Interest; Leased Properties	<p>(9) What data elements are required for leased properties (e.g., Value, Condition Index, etc.)? Are the previous lease fields optional?</p> <p>All 23 data elements are required for leased assets; other leased related data fields previously in the FRPP-IA have been dropped. For leased asset, only report condition for leases where the government is responsible for maintaining the condition of the asset.</p>

Data Element/ Keyword	Question
3. Legal Interest; Easement	<p>(10) An option for easements is not included in <i>Legal Interest</i>. Where does an easement get indicated?</p> <p>If the property is Federally-owned and an easement is granted, the property should be reported with the <i>Legal Interest</i> as “owned” and easement should be reported in the <i>Restrictions</i> field. If the Federal Government has an easement onto non-Federally owned property, the property should not be reported.</p>
3. Legal Interest; Easement;	<p>(11) If the Government occupies a property via an easement, does the property need to be reported in the inventory?</p> <p>If the Government occupies a non-Federally owned property via an easement, the property does not need to be reported in the inventory. If it is Government-owned property and we have given an easement to another entity to occupy/use the property, then the property does get reported in the inventory as follows: the property should be reported with the <i>Legal Interest</i> as “owned” and easement should be reported in the <i>Restrictions</i> field.</p>
3. Legal Interest; Concessions;	<p>(12) How does an agency handle reporting data on concession-operated facilities?</p> <p>For concession-operated facilities, the agency should first identify the <i>Legal Interest</i>, i.e., either Government-owned or Government-leased. If it is an owned property, the agency would then address the concession component in the <i>Using Organization</i> field.</p>
3. Legal Interest; Partially occupied;	<p>(13) How is a facility handled if it is only partially occupied by the Government?</p> <p>For owned assets, report on the entire asset. For leased and otherwise managed assets, report on the portion addressed through the lease or other agreement.</p>

E.4 Status

4. Status; Outgrant;	<p>(14) How is the <i>Status</i> field handled in cases where the property is an outgrant or outlease?</p> <p>An outgrant is reported within the <i>Status</i> fields, under the <i>Outgrant Indicator</i>. The <i>Outgrant Indicator</i> is applicable to owned and leased property only. Within the <i>Status</i> field, the agency should first identify if the asset is active, inactive, or excess, then provide a “yes/no” as to whether or not the property is outgranted.</p>
4. Status; Outgrant; Using Organization	<p>(15) What values for <i>Status</i> and <i>Outgrant Indicator</i> should be provided for the following situations:</p> <p>Q: If the owned property is outgranted outside of the Reporting Agency but still within the Government,</p> <p>a) If the owned property is outgranted outside of the Reporting Agency, but still within the Government, “yes” would be provided for <i>Outgrant Indicator</i>, with the Agency Bureau Code reported for the predominant <i>Using Organization</i>.</p> <p>Q: If the owned property is outgranted to a non-Federal Government entity?</p> <p>a) If the owned property is outgranted to a non-Federal Government entity, “yes” would be provided for <i>Outgrant Indicator</i>, with “9999-Non-Federal Government Entity” reported for <i>Using Organization</i>.</p>
4. Status;	<p>(16) How should the information be entered if there is more than one <i>Status</i>?</p> <p>Agencies should report the predominant status of the property.</p>
4. Status; Outgrant;	<p>(17) What percentage of constructed asset should be outgranted for a “Yes” response?</p> <p>Using the predominant status guideline, if less than 51% is not outgranted, then report “No” for <i>Outgrant Indicator</i>.</p>

E.5 Historical Status

5. Historical Status	<p>(18) If the asset is located in a historical district but not on the registry, how is this reported?</p> <p>If asset is in an historical district and is not applicable to other values the <i>Historical Status</i> should be indicated as “4-Non-contributing element of NHL/NRL district”.</p>
5. Historical Status	<p>(19) Would properties that have been designated as historical to the foreign country in which they are located be identified as historical?</p> <p>No, the intent is to capture only those that fall under US Historic Preservation guidelines.</p>

E.6 Reporting Agency

6. Reporting Agency; Restriction;	(20)	If Federal Government owned property is occupied via a Memorandum of Understanding (MOU) with another agency, who would report the facility? If the property is owned by the Federal Government and granted to another Federal agency via an MOU, the property is reported by the agency holding the title. All 23 data elements, including Restrictions are reported by the agency holding the title.
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E.7 Using Organization

7. Using Organization;	(21)	How should the information be entered if there is more than one <i>Using Organization</i>? Agencies should report the predominant user of the property.
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E.8 Size

8. Size; Structure Unit of Measure	(22)	We anticipate a problem if the same Real Property Use category code is used for structures that have different units of measure, e.g., roads and bridges. The FRPC category codes are broad categories; therefore, internal agency systems should allow for more detailed units of measures.
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E.9 Utilization

9. Utilization	(23)	How do agencies report information for Utilization? Agencies should use the methodology provided for the utilization calculation. It is up to the agency in determining the specifics of design capacity and units of measure in their formula. The agency should report only by category code (1,2,3,4) not the specific percentage. Agencies have the option of reporting Utilization for remaining assets other than the 5 categories specified in the definition of Utilization ; see section 0
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9. Utilization;	(24)	For Utilization, what does design capacity mean for hospitals, laboratories, warehouses, etc.? Can you provide examples of formulas? For FRPC's definition of Utilization refer to section 0
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C.9 Utilization (Performance Measure 1)

E.10 Condition Index

10. Condition Index;	(25)	Will the FRPP-IA be able to accept negative values for <i>Condition Index</i>? No, the condition index must be reported as a percentage (whole number – not a decimal) and cannot be negative. In cases in which the agency's calculation results in a negative number, the percentage should be reported as zero.
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E.11 Annual Operating Costs

11. Annual Operating Costs	(26)	Are <i>Annual Operating Costs</i> reported for the past or current fiscal year? Operating costs should be reported for past fiscal year (i.e., data represents FY2005, but it is submitted in Q1 of FY2006).
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11. Annual Operating Costs	(27)	<p>For categories of operating costs, should any additional costs be included beyond those indicated in the definition?</p> <p>For owned and otherwise managed properties, agencies are required to include only those components that are in the data element definition: 1) Recurring maintenance and repair costs; 2) Utilities; 3) Cleaning and/or janitorial costs; and 4) Roads and grounds expenses. For leased properties agencies should report annual lease costs plus any additional government operating expenses (as defined above) not covered in the lease.</p>
11. Annual Operating Costs	(28)	<p>How should agencies report <i>Annual Operating Costs</i> when a building is not metered? For instance, one meter exists for a number of connected buildings/structures.</p> <p>Each agency will need to report operation and maintenance costs at the constructed asset level. In the example mentioned, the agency might decide to allocate the costs amongst the buildings. The agency needs to obtain a waiver/agreement from OMB if there are any gaps in required data.</p>
11. Annual Operating Costs	(29)	<p>How are <i>Annual Operating Costs</i> reported to GSA/PBS for buildings in which agency has Delegated Authority status?</p> <p>Agencies that lease space from GSA/PBS do not report this information to the inventory. GSA/PBS will be responsible for obtaining the required information from the agency and reporting the <i>Annual Operating Costs</i> for delegated buildings.</p>

E.12 Main Location

12. Main Location Street address Latitude/Longitude	(30)	<p>For <i>Main Location</i>, do agencies fill out both <i>Street Address</i> and <i>Latitude/Longitude</i> information?</p> <p>Agencies must report <i>Street Address</i> OR <i>Latitude/Longitude</i> information. If they chose to report both, the system will accept this.</p>
12. Main Location	(31)	<p>If there is a security concern limited to reporting <i>Main Location</i> information, how is the information reported?</p> <p>If there is a security concern with provide <u>either</u> street address information <u>or</u> latitude/longitude information, the agency should report the street address for the main gate or entrance. If the asset is not located on a campus or installation, report the ZIP Code.</p>
12. Main Location	(32)	<p>How should an agency identify the <i>Main Location</i> for a linear structure, such as a road or fence?</p> <p>Until a more developed Federal wide geospatial capability is available, an asset which does not have a street address or a lat/long should use the street address or lat/long of the <u>main gate</u>. If there is no main gate, agency should provide the zip code.</p>

E.13 Real Property Unique Identifier

13. Real Property Unique Identifier; Installation/Sub-installation Identifier	(33)	<p>What is the distinction between the Real Property Unique Identifier versus the Installation/Sub-installation Identifier (noncontiguous)?</p> <p><i>Real Property Unique Identifier</i> provides a unique code for each asset (similar to a person's Social Security Number). The <i>Installation/Sub-installation ID</i> provided for each asset record will allow the grouping of asset by installations/Sub-installations for roll-up reporting.</p>
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E.14-17 City, State, Country

14. Location; GLC;	(34)	<p>Are the Geo Location Codes (GLCs) for domestic and/or overseas properties?</p> <p>The GLCs are for both domestic and overseas properties.</p>
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E.18 Congressional District

18. Congressional District	(35)	<p>How should <i>Congressional District</i> data be handled for overseas locations?</p> <p>The value "999" for overseas locations. The validation process alerts you if the Congressional District submitted by the agency is different than the system generated value.</p>
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E.19 ZIP Code

19. ZIP Code	(36)	What value for ZIP Code (or a postal code) do I provide for real property located in a United States territory or a foreign country? For real property located in a United States territory or a foreign country without a ZIP Code, the value "99999" should be entered.
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E.20 Restrictions

20. Restrictions;	(37)	How should the information be entered if there is more than one <i>Restriction</i>? If a property has multiple restrictions associated with it, agency should report all restrictions that apply. Partial restrictions should also be reported.
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E.21 Data Submission

Data Submission	(38)	What do you include in a field if you don't have a value? A waiver from OMB must be requested for any gaps in data. In this situation, a waiver validation will be compared to any missing data.
Data Submission	(39)	Is submission of any of the data elements optional? Submission of the 23 data elements is not an option (except where noted). Agencies must make every effort to submit the data as accurately as possible beginning in October 2005. OMB recognizes that agencies may have difficulty collecting this data within the agency and that this is a business process issue that must be addressed by the SRPO with OMB. In cases where the data cannot be collected at the constructed asset/land parcel level, the agency SRPO needs to request a waiver from OMB.
Data Submission	(40)	How must our agency submit real property information? When does the official FRPP-IA reporting cycle begin? Each agency must submit real property information annually as follows: a) Data for agencies' real property inventory is as of last day of each fiscal year. The fiscal year ends September 30 th . b) Agencies can begin uploading data to the Federal Real Property Profile Internet Application (FRPP-IA), via XML, for testing and validation beginning in September 2005. Starting October 15 th , official data submission and certification will begin. The cut-off date for data submission ends November 15 th . Federal agencies electing to update on the FRPP-IA (rather than using XML data submission) should also use these instructions as guidance.
Data Submission	(41)	If agencies upload data using the XML format, will they still need to go through the validation and certification process in FRPP-IA? Yes, the users will be required validation and certify the data online. Earlier, the file upload, error checking, and validation were done offline and then the file was uploaded in a manual step. With the modified FRPP-IA, all the manual steps will be automated and made available for the Agency Administrator.
Data Submission	(42)	Can agencies have multiple data submissions to the system and then upload it once? Yes, the agencies shall be allowed to import files from different regions, but only one official data submission shall be permitted.
Data Submission	(43)	Is there the potential for new data elements for FY2005 data submission? Will data elements be changing for FY2006? The 23 data elements are set for FY 2005. However, for FY 2006, the FRPC may decide to further refine the existing 23 data elements and to develop additional ones.
Data Submission; Summary Level Reporting	(44)	Can agencies provide some data elements at the summary (installation) level and others at the constructed asset level? Agencies must make every effort to report data element information at the constructed asset level. In instances where this is not possible for the FY 2005 inventory report, each agency's SRPO must communicate this to OMB via the waiver process.
Data Submission; Field Length;	(45)	Last year we needed to pad field size to maximum length, will this be required for FY2005 data submission? No padding necessary, the length specified in the Data Dictionary is the maximum length allowed.

GIS	<p>(46) Has there been discussion on how the GIS standards developed by the Federal Geographic Data Committee (established as a result of another EO) will relate to the GIS standards used for the modified FRPP-IA?</p> <p>Yes, the FRPC is aware of this issue, as there has been limited discussion regarding GIS standards and the Federal Geographic Data Committee. This issue is not being addressed for the FY 2005 inventory system; however, it will be dealt with for the future inventory system to be further developed.</p>
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F. FRPC RESTRICTIONS – CATEGORIES & CODES

The following Restriction categories and associated codes are used for the **Restrictions** data element. Report all restrictions that apply to each building, structure and parcel of land.

Code	Restriction Category
1	Environmental Restrictions (clean-up based restrictions, etc.): Legally enforceable restrictions placed on the use of real property or any of its natural resources (e.g., surface water or ground water) due to the presence of hazardous substances, pollutants or contaminants (terms that are defined in the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), 42 U.S.C. 9601 (14) and (33)), and the need to protect human health and the environment from exposure to such hazardous substances, pollutants or contaminants. These restrictions could also be necessary due to the presence of petroleum, which is a type of contaminant that is not regulated by CERCLA but instead, typically, by the Solid Waste Disposal Act, 42 U.S.C. 6991, et seq. These restrictions can be temporary such as in the case where a cleanup of the contamination is being undertaken and limitations on the use of the property are required to allow the cleanup to safely proceed. These restrictions can also be permanent such as in the case where the cleanup is complete but at a level that allows for low levels of contamination to continue to be present as long as the full use of the property is curtailed (e.g., the property is cleaned to allow commercial or industrial uses, but not residential).
2	Natural resource restrictions: Legally enforceable restrictions placed on the use of real property or any of its natural resources to protect a given resource from harm (e.g., an endangered species or its habitat), or to protect activities on the real property or the use of any of its natural resources from the harms caused by outside, natural forces (e.g., floodplains). In either case, the need to restrict the use of the property may be compelled either by a determination that such restrictions are necessary to achieve the purpose compelled by the applicable law, regulation or Executive Order (e.g., the Endangered Species Act), or due to a written agreement with other federal agencies or state or local government, that compel such restrictions (e.g., the terms of any authorization from the Army Corps of Engineers to build in a certain wetlands)
3	Cultural resource restrictions (archeological, historic, Native American resources, etc.): Legally enforceable restrictions placed on the use of real property by the owner of the property to protect and preserve historic or Tribal resources deemed worthy of preservation giving a government agency or preservation organization the right to review and approve changes to the historically or culturally significant property before they are undertaken.
4	Developmental (improvements) restrictions: Legally enforceable restrictions on land use to protect the health, safety and welfare of the community such as the kind of buildings that can be built on the property, what size the buildings may be and which materials can be used in their construction.
5	Reversionary clauses from deed: Interest that exists when the grant is limited such that it may possibly terminate on the occurrence of a condition subsequent and title to the property returns to the original owner.
6	Zoning restrictions: Municipal regulations having to do with structural and architectural designs of buildings and prescribing the use to which buildings within designated districts may be put.
7	Easements (including access for maintenance rights, etc.): A nonpossessory interest in the land of another that gives the party a right of use over the other person's property for a designated purpose.
8	Rights of way: A right belonging to a party to pass over land of another. The interest is the same as an easement with the owner of the soil retaining all other rights and benefits of ownership consistent with the easement. The phrase is also used to describe that strip of land upon which railroad companies construct their road bed and, when so used, the term refers to the land itself, not just the right of passage over it.
9	Mineral interests: An interest in minerals in land, with or without ownership of the surface of the land, and the right to take minerals or a right to receive a royalty.
10	Water rights: A legal right to use the water of a natural stream or water furnished through a ditch or canal, for general or specific purposes, such as irrigation, mining, power, or domestic use, either to its full capacity or to a measured extent or during a defined period of time.
11	Air rights: The right to use all or a portion of the air space above real property. Such right is vested by grant (e.g., fee simple, lease or other conveyance).
12	Other; All other restrictions that cannot be classified elsewhere.
13	Non applicable: Restrictions are non-applicable to the real property asset.

G. FRPC & ARIS REAL PROPERTY PREDOMINANT USE CATEGORIES & CODES

Real Property Predominant Use Categories along with its description and associated two-digit code are listed below for each **Real Property Record Type** (Land-20, Building-35, Structure-40). A real property asset must have one and only one predominant use code.

G.1 Predominant Use Categories & Codes Associated With Land

Code	Land Predominant Use Classifications
01	<i>Agriculture:</i> Land under cultivation for food or fiber production.
04	<i>Grazing:</i> Conservation lands primarily administered to preserve, protect, manage, or develop grass and other forage resources suitable for livestock. Exclude Wilderness Areas from this classification.
07	<i>Forest and Wildlife:</i> Conservation lands primarily administered to preserve, protect, manage, or develop timber, wildlife, watershed, and recreational resources. Exclude Wilderness Areas from this classification.
08	<i>Parks and Historic Sites:</i> Land administered for cemeteries, memorials, monuments, parks (national, historical, military, memorial, and national capital), sites (battlefield and historic), parkways, and recreation areas. Exclude Wilderness Areas from this classification.
09	<i>Wilderness Areas:</i> Land designated by Congress as a part of the National Wilderness Preservation System.
10	<i>Office Building Locations:</i> Land containing office buildings or future planned office buildings, to include military headquarters buildings.
11	<i>Miscellaneous Military Land:</i> Department of Defense (DoD) and U.S. Coast Guard (USCG) controlled land used for military functions that cannot be classified elsewhere.
12	<i>Airfields:</i> Land used for military air bases or air stations, and military or civilian landing fields.
13	<i>Harbor and Port:</i> Land used for harbor and port facilities.
14	<i>Post Offices:</i> Land used in conjunction with a Post Office and used predominately as a general service and access area.
15	<i>Power Development and Distribution:</i> Land used for power development and distribution projects.
16	<i>Reclamation and Irrigation:</i> Land used for reclamation and irrigation projects.
18	<i>Flood Control and Navigation:</i> Land used for flood control and navigation projects.
19	<i>Vacant:</i> Land not being used.
20	<i>Institutional:</i> Land used for institutional purposes such as hospitals, prisons, schools, libraries, chapels, and museums.
30	<i>Housing:</i> Land used primarily for public housing projects, military personnel quarters, and dwellings for other federal personnel.
40	<i>Storage:</i> Land used primarily for supply depots and other storage.
50	<i>Industrial:</i> Land used for physical plants engaged in producing and manufacturing ammunition, aircraft, ships, vehicles, electronic equipment, chemicals, aluminum, magnesium, etc.
65	<i>Space Exploration:</i> Land used in direct support of space exploration and utilization, including launch and test sites, emergency landing sites (not airfield), and astronaut training.
70	<i>Research and Development:</i> Land used directly in basic or applied research such as in science, medicine, and engineering.
72	<i>Communications Systems:</i> Land used for telephone and telegraph lines, data transmission lines, satellite communications, and other communications facilities or towers.
73	<i>Navigation and Traffic Aids:</i> Land used for aircraft and ship navigation aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.

Code	Land Predominant Use Classifications
81	<i>Training Land:</i> Land containing training buildings, or land that is used to conduct outdoor training, such as firefighting, weapons training, or other military training activities.
80	<i>All Other Land:</i> Land that cannot be classified elsewhere.

G.2 Predominant Use Categories & Codes Associated with Buildings

Code	Building Predominant Use Classifications
10	<i>Office:</i> Buildings primarily used for office space or military headquarters.
14	<i>Post Office:</i> Buildings or portions of buildings used as a Post Office.
21	<i>Hospital:</i> Buildings used primarily for furnishing in-patient diagnosis and treatment under physician supervision and having 24-hour-a-day registered graduate nursing services. This category also includes medical laboratories used for routine testing. This category excludes buildings used directly in basic or applied medical research.
22	<i>Prison (Government-owned only):</i> Buildings under the jurisdiction of the Department of Justice or Department of Defense, used for the confinement of federal or military prisoners.
23	<i>School:</i> Buildings used primarily for formally organized instruction, such as schools for dependent children of federal employees, Indian schools, and military training buildings including specialized training facilities.
29	<i>Other Institutional Uses:</i> Buildings used for institutional purposes other than schools, hospitals, and prisons, such as libraries, chapels, museums, and out-patient clinics. This category also includes food preparation and dining facilities, buildings housing entertainment and recreational activities, and visitor's centers.
30	<i>Family Housing:</i> Buildings primarily used as dwellings for families/dependents. Includes apartment houses, single houses, row houses, public housing, military personnel housing, federal employee housing, and housing for institutional personnel.
31	<i>Dormitories/Barracks:</i> Buildings primarily used as dwellings for housing individuals (without families/dependents).
41	<i>Warehouses:</i> Buildings used for storage, such as ammunition storage, covered sheds, and buildings primarily used for storage of vehicles or materials. Also included are underground or earth covered ammunition storage bunkers and magazines. This category excludes water reservoirs and POL storage tanks which are storage structures.
50	<i>Industrial:</i> Buildings specifically designed and primarily used for production or manufacturing, such as the production or manufacture of ammunition, aircraft, ships, vehicles, electronic equipment, fish production, chemicals, aluminum, and magnesium. Included are buildings that house utility plants or utility system components such as pump stations or valves.
60	<i>Service:</i> Buildings used for service activities, such as maintenance and repair shops, dry cleaning plants, post exchange stores, airport hangars, and buildings primarily used for vehicle maintenance and repair.
72	<i>Communications Systems:</i> Buildings used for telephone and telegraph systems, data transmission, satellite communications, and/or associated with radio towers or other communications facilities.
73	<i>Navigation and Traffic Aids:</i> Includes buildings that house aircraft or ship navigation and traffic aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting.
74	<i>Laboratories:</i> Buildings used directly in basic or applied research in the sciences (including medicine) and in engineering, such as medical laboratories; meteorological research laboratories; and buildings used in designing, developing, and testing of prototypes and processes for chemistry and physics. This category excludes medical or industrial laboratories used for routine testing.
80	<i>All Other:</i> Buildings that cannot be classified elsewhere.

G.3 Predominant Use Categories & Codes Associated with Structures

Code	Structure Predominant Use Classifications
12	<i>Airfield Pavements:</i> Runways, helicopter landing pads, taxiways, and aprons.
13	<i>Harbors and Ports:</i> Docks, piers, wharves, jetties and breakwaters, and other harbor, port, or coastal facilities.
15	<i>Power Development and Distribution:</i> Hydroelectric and other power development projects that produce power for resale (generally consisting of dams and powerhouses). Include transmission lines that are an integral part of federal power development, even if the power is produced by another federal agency.
16	<i>Reclamation and Irrigation:</i> Canals, laterals, pumping stations, storage, and diversion dams.
18	<i>Flood Control and Navigation:</i> River improvements, revetments, dikes, dams, and docks.
40	<i>Storage (other than buildings):</i> Storage tanks, silos, igloos, underground vaults, and open storage improved areas. This category includes water reservoirs and POL storage tanks.
50	<i>Industrial (other than buildings):</i> Structures and facilities (other than buildings) used for production or manufacturing, such as sliding shipways, retaining basins, and pipelines.
60	<i>Service (other than buildings):</i> Structures used for maintenance and repair, such as underground fueling systems, vehicle washing and greasing facilities, aircraft bore sight ranges, guided missile maintenance facilities, and ship repair structures.
65	<i>Space Exploration Structures:</i> Structures used in direct support of space exploration and testing, including test structures, and specialized associated structures that cannot be classified elsewhere.
66	<i>Parking Structure:</i> Independent structures for non-residential parking of more than two vehicles.
70	<i>Research and Development (other than Laboratories):</i> Structures and facilities used directly in basic or applied research in science, medicine, and engineering, such as facilities used in the design, development, and testing of prototypes and processes and space and aeronautics research and development. Excludes facilities used for routine testing.
71	<i>Utility Systems:</i> Heating, sewage, water, and electrical systems when they serve several buildings or other structures of an installation. When these systems serve a single building that is reported separately, include the utility systems' cost in the cost of the building. Includes heating plants and related steam and gas lines; sewage disposal plants; storm and sanitary sewer lines; water treatment plants, wells, pump houses, reservoirs, and pipelines. Also includes electrical substations, standby or auxiliary power plants, lighting structures, and conduits.
72	<i>Communications Systems:</i> Telephone and telegraph lines, data cables, radio towers, and other communications-related structures.
73	<i>Navigation and Traffic Aids (other than buildings):</i> Structures for aircraft and ship navigation aids, such as beacon lights, antenna systems, ground control approach systems, and obstruction lighting. Includes demarcation lighting along runways, taxiways, and other airfield pavements.
75	<i>Recreational (other than buildings):</i> Outdoor recreational structures such as athletic fields and courts, stadiums, golf courses, and ski slopes.
76	<i>Roads and Bridges:</i> Federally-owned highways, roads, related culverts, and connecting bridges. Includes surfaced and unsurfaced roads within national parks and forests, military installations, and other federal installations.
77	<i>Railroads:</i> Tracks, bridges, tunnels, and fuel or water stations servicing railroads.
78	<i>Monuments and Memorials:</i> Federal monuments, memorials, and statues.
79	<i>Miscellaneous Military Facilities:</i> Structures and facilities of DoD and USCG used for military functions that are not included in any other classification.
82	<i>Weapons Ranges:</i> Ranges where weapons are fired, and areas where explosives are detonated.

Code	Structure Predominant Use Classifications
80	All Other: Sidewalks, parking areas, fences, and walking trails that cannot be readily classified under the above categories. Includes improvements to public domain lands, such as drainage, grading, and landscaping.

G.4 Public Conveyance Disposition Methods

Code	Public Conveyance Disposition Method Categories & Definitions
HA	<i>Homeless Assistance:</i> Title V of the Stewart B. McKinney Homeless Assistance Act, as amended (42 U.S.C. 11411), authorizes the identification and use of underutilized property for use as facilities to assist the homeless and expands the meaning of Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002), as amended (40 U.S.C. 550(d)).
HE	<i>Health or Educational Use:</i> Section 203 (k)(1) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 484 (k)(1)).
PR	<i>Public Parks and Public Recreational Areas:</i> Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002), as amended (40 U.S.C. 550(c) and (d)).
HM	<i>Historic Monuments:</i> Section 203 (k)(3) of the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 484 (k)(3)).
CF	<i>Correctional Facility and Emergency Management Use:</i> Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002, as amended (40 U.S.C. (1)).
PF	<i>Port Facilities:</i> Title 40, U.S. Code, Section 554.
PA	<i>Public Airports:</i> Section 13 (g) of the Surplus Property Act of 1944 (49 U.S.C. 47151), which is continued in effect by Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002) 40 U.S.C. 113 and amended by Public Law 311, 81 st Congress (50 U.S.C. App. 1622(a) – (c)).
WC	<i>Wildlife Conservation:</i> Public Law 537, 80 th congress (16 U.S.C. 667b-d).
NS	<i>Negotiated Sales to Public Agencies Without Use Restrictions:</i> Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002), as amended (40 U.S.C. 545(b)(8)).
SH	<i>Self-help Housing:</i> Public Law 105-50 (HR 680), commonly referred to as the “Self-Help Housing Law” was signed by the President on October 6, 1997. This law amends Title 40, U.S. Code, Chapter 5, Property Management (P.L. 102-217, 116 STAT 1062, enacted August 21, 2002) (40 U.S.C. 550(e)) by adding paragraph (6).
LE	<i>Law Enforcement and Emergency Management:</i> Law Enforcement and Emergency Management: Public Law 105-119 (HR 2267-DOJ Appropriations Act, 1998) was signed by the President on November 26, 1997. This law amends Section 203(p)(1) of the '49 Act.

APPENDICES

- A. FRPC ACRONYMS**
- B. FRPC REPORTING & DATA SUBMISSION GUIDANCE**
- C. QUICK GUIDE – EXCEPTIONS TO FRPC MANDATORY DATA ELEMENTS**
- D. QUICK GUIDE – FRPC PREDOMINANT USE CATEGORIES & CODES**
- E. QUICK GUIDE – FRPC DATA DICTIONARY**
- F. AGENCY BUREAU CODES**
- G. HHS FACILITIES UTILIZATION PERFORMANCE MEASURE**
- H. HHS POLICY: OFFICE AND RELATED SPACE UTILIZATION RATE (U/R)**
- I. QUICK GUIDE – HHS ARIS DATA DICTIONARY**
- J. HHS OPDIV CERTIFICATION STATEMENT**
- K. HHS DISPOSITION DECISION TREE**

A. FRPC ACRONYMS

CI	Condition Index
FRPC	Federal Real Property Council
FRPP-IA	Federal Real Property Profile – Internet Application
FRV	Functional Replacement Value
FY	Fiscal Year
GSA	General Services Administration
ID	Identifier
OGP	Office of Government wide Policy
OMB	Office of Management & Budget
PBS	Public Buildings Service
POL	Petroleum, Oil and Lubricant (as in POL Pipelines)
PP&E	property, plant and equipment
PRV	Plant Replacement Value
SRPO	Senior Real Property Officer
XML	Extensible Markup Language

B. FRPC REPORTING & DATA SUBMISSION GUIDANCE

B.1 Relationship Between Real Property Assets and Installation

REPORTING AT THE CONSTRUCTED ASSET LEVEL

Each real property asset record requires an **Installation/Sub-installation ID** and therefore all assets that are part of the same installation should have the same **Installation ID** but a unique **Real Property ID**. **Figure 2** below provides a schematic of the relationship between real property asset records (each with a Real Property Unique ID) and the Installation/Sub-installation hierarchy. Although the installation hierarchy is the same from previous years, Installation Type 10 records are no longer required, however **Installation/Sub-installation IDs** are required for each asset record.

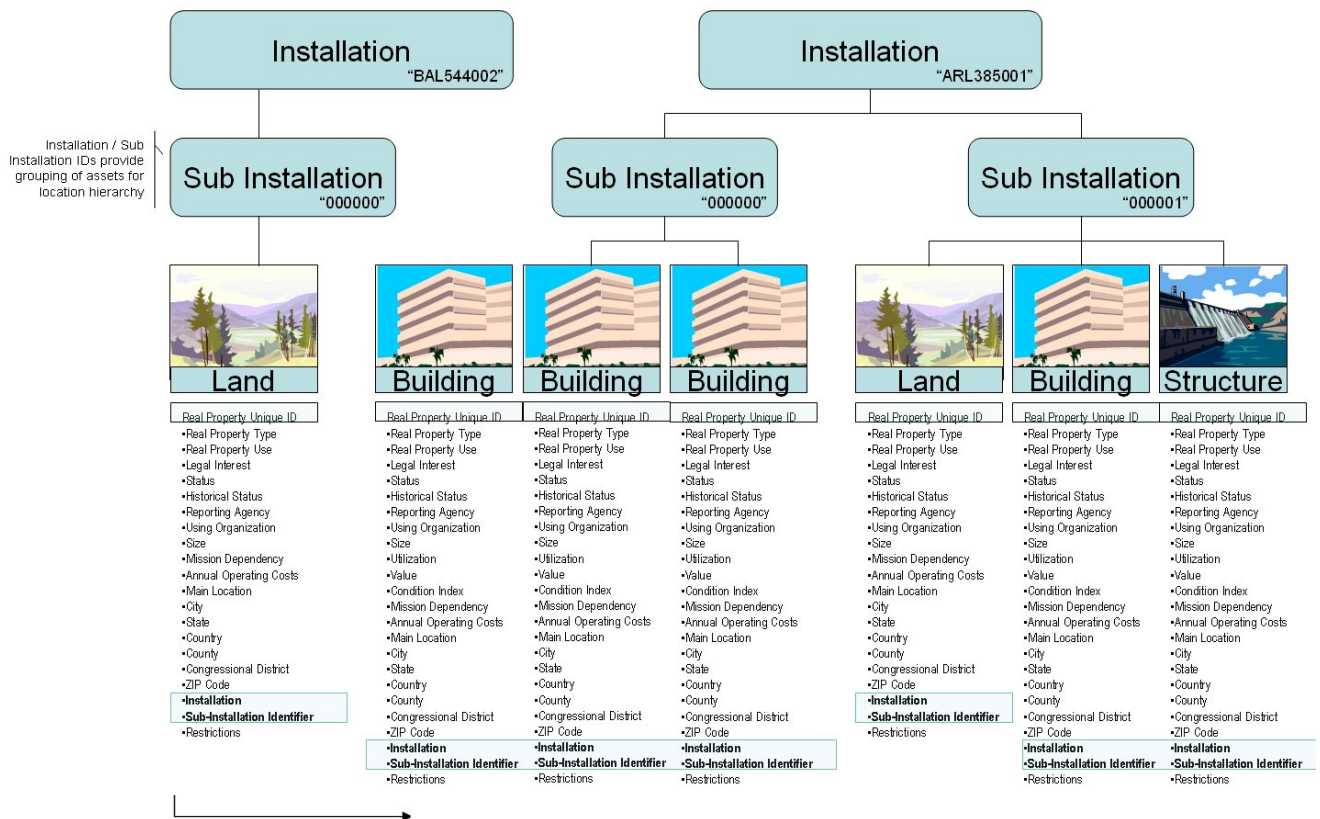


Figure 1: Relationship of Installation/Sub Installation Hierarchy to Real Property Unique ID (each asset record)

Note: A waiver from OMB is required for any data that cannot be reported at the constructed asset level.

Example 1: Constructed Asset Level Reporting with Allocated Annual Operating Costs

There are 3 buildings on a campus. All data elements except for **Annual Operating Costs** can be reported at an individual building level. For this particular situation, the agency may decide to report information at the constructed asset level by devising a formula that can best represent information for each asset. For example, if annual operating and maintenance costs are only available at the campus level then allocating the total O&M costs amongst the three buildings (based on a prorata methodology) and providing this number in

each Type 35 building record would be a suitable formula. **Figure 3** below provides an illustration of this example.

Note: The methodology for capturing this data should be addressed with OMB with the waiver process.

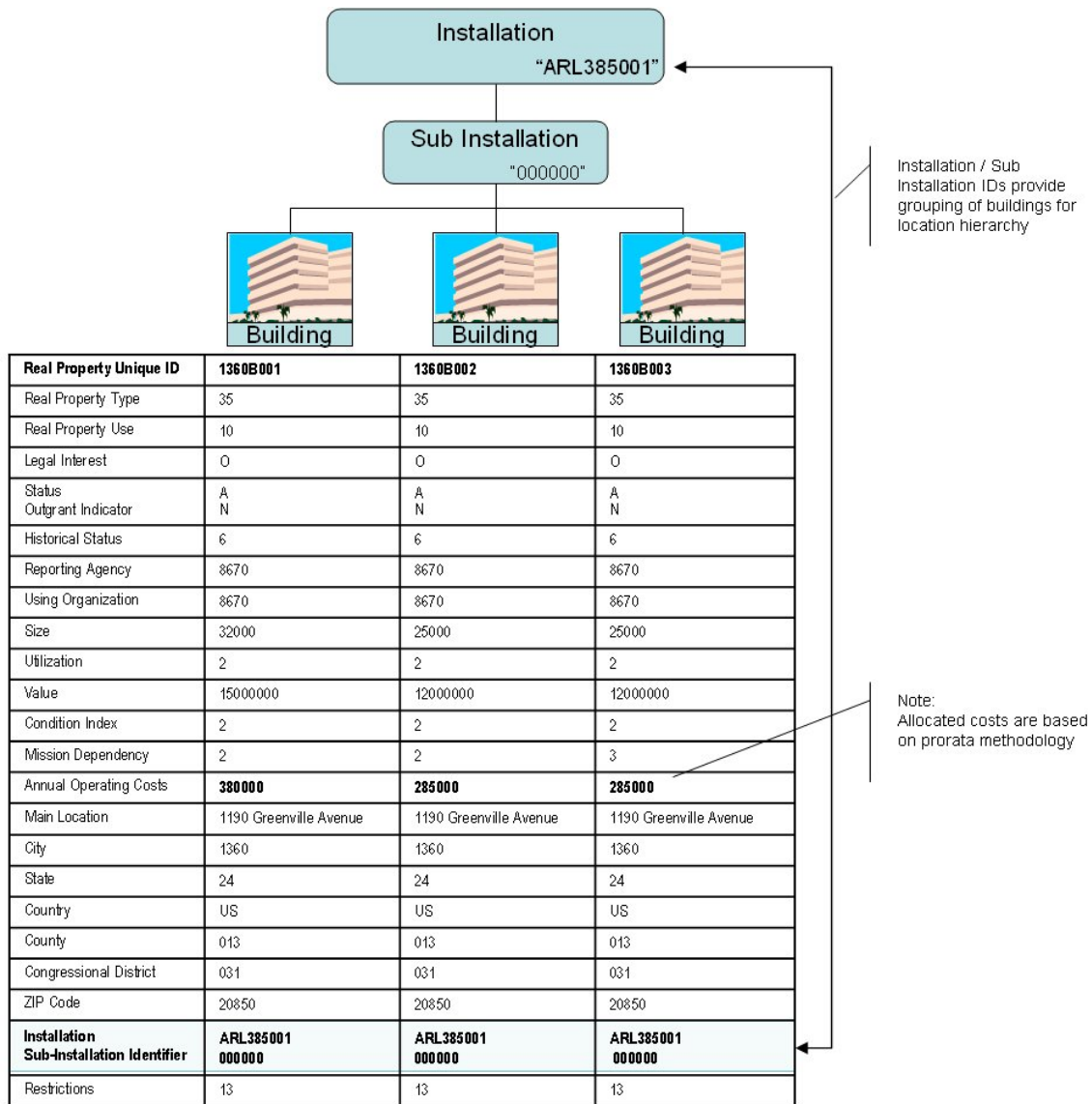


Figure 2: Example of Constructed Asset Level Reporting with Allocated Annual Operating Costs.

B.2 Reporting at the Summarized Asset Level

- All data should be provided at a constructed asset level, however when certain data elements are available only at the summary level, then the Type 10 installation record is used in conjunction with at least one constructed asset record (Type 20, Type 35, Type 40) to report just the summary information. The data element containing the summarized data provided in the Type 10 installation record should be blank in the associated constructed asset record
- The constructed asset record(s) (Type 20, Type 35, Type40) associated with the Type 10 installation record must have the same **Installation/Sub-installation ID**.
- To report summarized assets a waiver from OMB is required. Again, a waiver from OMB is required for each data element that cannot be reported at the constructed asset level, along with the reason why the data will not be available and a reasonable timeframe for when the data will be available for reporting.

The example below in **Figure 4** provides an illustration of a scenario for summarized asset level reporting.

Example 2: Summarized Asset Level Reporting

There are 3 leased buildings on a campus. **Utilization, Value, Condition Index, Mission Dependency** and the **Annual Operating Costs** can only be provided as a single value. One Type 10 installation record and three Type 35 building records should be reported. The Type 10 record will hold the **Installation/Sub-installation Identifier** and the **Utilization, Value, Condition Index, Mission Dependency** and the **Annual Operating Costs**, and the Type 35 records will hold data specific to the buildings. Permission to report at summary level can be granted only by OMB in consultation with the Senior Real Property Officer.

Installation
"CRD444001"

↓

Sub Installation
"000000"

↓

	Installation Record	Building Record 1	Building Record 2	Building Record 3
Mandatory Data Elements	Installation Type 10	Building Type 35	Building Type 35	Building Type 35
Real Property Type	10	35	35	35
Real Property Use		10	10	10
Legal Interest		L	L	L
Status		A	A	A
Outgrant Indicator		N	N	N
Historical Status		6	6	6
Reporting Agency		8670	8670	8670
Using Organization		8670	8670	8670
Size: Gross Square Feet		32000	25000	25000
Total Number of Buildings				
Utilization	2			
Value	7120000			
Condition Index	75			
Mission Dependency	2			
Annual Operating Costs	1114000			
Main Location		15 Fairview Rd.	15 Fairview Rd.	15 Fairview Rd.
Real Property Unique ID		44401	44402	44403
City		1360	1360	1360
State		24	24	24
Country		US	US	US
Congressional District		013	013	013
ZIP Code		031	031	031
Installation	CRD444001	CRD444001	CRD444001	CRD444001
Sub-Installation Identifier	000000	000000	000000	000000
Restrictions		13	13	13

In this example, agency received a waiver to report summary data for these data elements for the 3 leased buildings. Summary data is submitted on the Installation Type 10 record

Installation / Sub Installation IDs are always required for Installation-Type 10 Records (as well as all other Record Types)

C. QUICK GUIDE - EXCEPTIONS TO MANDATORY FRPC DATA ELEMENTS

Summary of Exceptions:

- **Historical Status** is not reported for "Otherwise Managed" property. **Historical Status** is reported on all buildings, structures and land assets, except those land assets that have been evaluated and for which disclosure of historic status is restricted based upon EO 13007 and Section 304 of the National Historic Preservation Act.
- **Value** is not reported for Land.
- **Condition Index** is not reported for Land. For leased assets, only report **Condition Index** for leases where the Government is responsible for maintaining the condition of the asset.
- **Utilization** is only required for 5 Building Use Categories; optional for all other assets

Legend:

Y: Data is reported to inventory (however it may be dependent on **Real Property Record Type** or **Legal Interest** value)

Data Element #	Data Element Name	Real Property (Record) Type			Legal Interest		
		Land	Building	Structure	Owned	Leased	Otherwise Managed
		Y	Y	Y	Y	Y	Y
1	Real Property Type	Y	Y	Y	Y	Y	Y
2	Real Property Use	Y	Y	Y	Y	Y	Y
3	Legal Interest	Y	Y	Y	Y	Y	Y
4	+	Y	Y	Y	Y	Y	Y
	Outgrand Indicator						NA
5	Historical Status						NA
6	Reporting Agency	Y	Y	Y	Y	Y	Y
7	Using Organization	Y	Y	Y	Y	Y	Y
8	+						
	Urban/Rural Acres	Y	NA	NA	Y	Y	Y
	Gross Square Feet	NA	Y	NA	Y	Y	Y
	Structure/Unit of Measure	NA	NA	Y	Y	Y	Y
9	(PM) Utilization	NA	Y*	NA	Y	Y	Y
10	Value	NA	Y	Y	Y	Y	Y
11	(PM) Condition Index	NA	Y	Y	Y	Y*	Y
12	(PM) Mission Dependency	Y	Y	Y	Y	Y	Y
13	(PM) Annual Operating Costs	Y	Y	Y	Y	Y	Y
14	+	Y	Y	Y	Y	Y	Y
	Street Address						
	Latitude/Longitude						
15	Real Property Unique Identifier	Y	Y	Y	Y	Y	Y
16	City	Y	Y	Y	Y	Y	Y
17	State	Y	Y	Y	Y	Y	Y
18	Country	Y	Y	Y	Y	Y	Y
19	County	Y	Y	Y	Y	Y	Y
20	Congressional District	Y	Y	Y	Y	Y	Y
21	ZIP Code	Y	Y	Y	Y	Y	Y
22	+	Y	Y	Y	Y	Y	Y
23	Installation/Sub-Installation Identifier	Y	Y	Y	Y	Y	Y
24	Restrictions	Y	Y	Y	Y	Y	Y
	Dispositions	Y	Y	Y	Y	N	N

NA: Not Applicable/not reported to inventory '+' Indicates composite field

Refer to exception notes

PM: Performance Measure

D. QUICK GUIDE – FRPC PREDOMINANT USE CATEGORIES & CODES

LAND PREDOMINANT USE CATEGORIES		BUILDING PREDOMINANT USE CATEGORIES	
Code	Predominate Use Category	Code	Predominate Use Category
1	Agriculture	10	Office
4	Grazing	14	Post Office
7	Forest and Wildlife	21	Hospital
8	Parks and Historic Sites	22	Prison (Government Owned only)
9	Wilderness Areas	23	School
10	Office Building Locations	29	Other Institutional Uses
11	Miscellaneous Military Land	30	Family Housing
12	Airfields	31	Dormitories/Barracks
13	Harbor and Port	41	Warehouses
14	Post Office	50	Industrial
15	Power Development and Distribution	60	Service
16	Reclamation and Irrigation	72	Communications Systems
18	Flood Control and Navigation	73	Navigation and Traffic Aids
19	Vacant	74	Laboratories
20	Institutional	80	All Other
30	Housing		
40	Storage		
50	Industrial		
65	Space Exploration		
70	Research and Development		
72	Communications Systems		
73	Navigation and Traffic Aids		
81	Training Land		
80	All Other		

STRUCTURE PREDOMINANT USE CATEGORIES & UNITS of MEASURE		
Code	Predominate Use Category	Valid Units of Measure
12	Airfields Pavements	Square Yards
13	Harbors and Ports	Square Yards
15	Power Development and Distribution	Each, Linear Feet
16	Reclamation and Irrigation	Each, Linear Feet
18	Flood Control and Navigation	Each, Linear Feet
40	Storage (other than buildings)	Each, Linear Feet
50	Industrial (other than buildings)	Each, Linear Feet
60	Service (other than buildings)	Each
65	Space Exploration Structures	Each
66	Parking Structures	Square Yards
70	Research and Development (other than Labs)	Each
71	Utility Systems	Each, Linear Feet, Miles
72	Communications Systems	Each, Miles
73	Navigation and Traffic Aids (other than buildings)	Each
75	Recreational (other than buildings)	Each
76	Roads and Bridges	Lane Miles, Square Yards
77	Railroads	Miles
78	Monuments and Memorials	Each
79	Miscellaneous Military Facilities	Each
82	Weapons Ranges	Each
80	All Other	Each, Lane Miles, Linear Feet, Miles, Square Yards

E. QUICK GUIDE – FRPC DATA DICTIONARY

The following valid codes for the “picklists” associated with the 24 data elements (and additional composite fields) are to be used for XML data submission. Unless otherwise noted all 23 data elements are:

1. To be reported as the constructed asset level (i.e., constructed asset level for buildings and structures and the parcel level for land). If constructed asset level reporting cannot be accomplished, waiver from OMB must be obtained.
2. Applicable for all **Property Types** (land, building, structures)
3. Applicable for all **Legal Interests** (owned, leased, otherwise managed)

#	Data Element Fieldname	List of Values - “Pick List”	Valid Codes To Report	Data Type	Field Length (Maximum)	Data Element Mapped to Previous FRPP-IA	Notes
1.	Real Property Type			numeric	2	“Record Type”	
		Land	20	numeric	2	same	
		Building	35	numeric	2	same	
		Structure	40	numeric	2	same	
	<i>*With OMB waiver</i>	<i>Installation*</i>	<i>10</i>	<i>numeric</i>	<i>2</i>	<i>same</i>	<i>Type 10 installation records are applicable only for summary level reporting of constructed assets (OMB waiver is required). A Type 10 installation record is used in conjunction with at least one constructed asset record (Type 20, Type 35, Type 40) to report just the summary information.</i>
2.	Real Property Use			Numeric	2	“Usage Code”	Use code used is based on Real Property Type
2A.	A. Land (Type 20) Usage Categories					Land “Usage Code”	Omitted from former list: Trust Land (90), Interim Use (95) Note: only one predominant use code for each parcel/land record
		Agriculture	01	numeric	2	same	
		Grazing	04	numeric	2	same	
		Forest and Wildlife	07	numeric	2	same	
		Parks and Historic Sites	08	numeric	2	same	
		Wilderness Areas	09	numeric	2	same	
		Office Building Locations	10	numeric	2	same	
		Miscellaneous Military Land	11	numeric	2	renamed	<i>Renamed and differentiated from former “Military -11”</i>
		Airfields	12	numeric	2	same	
		Harbor and Port	13	numeric	2	same	
		Post Office	14	numeric	2	same	
		Power Development and Distribution	15	numeric	2	same	
		Reclamation and Irrigation	16	numeric	2	same	
		Flood Control and Navigation	18	numeric	2	same	
		Vacant	19	numeric	2	same	
		Institutional	20	numeric	2	same	
		Housing	30	numeric	2	same	
		Storage	40	numeric	2	same	
		Industrial	50	numeric	2	same	
		Space Exploration	65	numeric	2	new	<i>New Usage Code</i>
		Research and Development	70	numeric	2	same	
		Communications Systems	72	numeric	2	same	
		Navigation and Traffic Aids	73	numeric	2	same	
		Training Land	81	numeric	2	new	<i>New Usage Code, differentiated from former “Military -11”</i>
		All Other	80	numeric	2	same	

#	Data Element Fieldname	List of Values - "Pick List"	Valid Codes To Report	Data Type	Field Length (Maximum)	Data Element Mapped to Previous FRPP-IA	Notes
2B.	B. Building (Type 35, 30)	Usage Categories				Building "Usage Code"	Omitted from former Building Usage list: Storage (40), Interim Use (90), Trust Building (99)
	*	Office	10	numeric	2	same	* Utilization Field value Required
		Post Office	14	numeric	2	same	
	*	Hospital	21	numeric	2	same	*Utilization Field value Required
		Prison (Government Owned only)	22	numeric	2	same	
		School	23	numeric	2	same	
		Other Institutional Uses (such as Libraries, Chapels, Museums)	29	numeric	2	same	
	*	Family Housing	30	numeric	2	renamed	*Utilization Field value Required; Renamed and differentiated from former "Housing-30"
	*	Dormitories/Barracks	31	numeric	2	new	*Utilization Field Required; NEW Usage Code, differentiated from former "Housing-30"
	*	Warehouses	41	numeric	2	new	*Utilization Field Required; New Usage Code, differentiated from former "Storage - 40"
		Industrial	50	numeric	2	same	
		Service	60	numeric	2	same	
		Communications Systems	72	numeric	2	same	
		Navigation and Traffic Aids	73	numeric	2	same	
	*	Laboratories	74	numeric	2	new/rename	*Utilization Field Required; New Usage Code, differentiated from former "R&D - 70"
		All Other	80	numeric	2	same	
2C.	C. Structure (Type 40)	Usage Categories				Structure "Usage Code"	Omitted from former Structure Usage list: Interim Use (90)
		Airfields Pavements	12	numeric	2	same	
		Harbors and Ports	13	numeric	2	same	
		Power Development and Distribution	15	numeric	2	same	
		Reclamation and Irrigation	16	numeric	2	same	
		Flood Control and Navigation	18	numeric	2	same	
		Storage (other than buildings)	40	numeric	2	same	
		Industrial (other than buildings)	50	numeric	2	same	
		Service (other than buildings)	60	numeric	2	same	
		Space Exploration Structures	65	numeric	2	new	New Usage Code
		Parking Structures	66	numeric	2	new	New Usage Code
		Research and Development (other than Labs)	70	numeric	2	same	
		Utility Systems	71	numeric	2	same	
		Communications Systems	72	numeric	2	same	
		Navigation and Traffic Aids (other than buildings)	73	numeric	2	same	
		Recreational (other than buildings)	75	numeric	2	new	New Usage Code
		Roads and Bridges	76	numeric	2	same	
		Railroads	77	numeric	2	same	
		Monuments and Memorials	78	numeric	2	same	
		Miscellaneous Military Facilities	79	numeric	2	same	
		Weapons Ranges	82	numeric	2	new	NEW Usage Code, differentiated from former "Miscellaneous Military Facilities -79"
		All Other	80	numeric	2	same	
3.	Legal Interest			Alpha	1	"Property Type"	
		Federal Government Owned Property	G	alpha	1	same	
		Federal Government Leased Property (lessee)	L	alpha	1	same	
		Otherwise Managed: State Government Owned Property	S	alpha	1	new	
		Otherwise Managed: Foreign Government Owned Property	F	alpha	1	new	

#	Data Element Fieldname	List of Values - "Pick List"	Valid Codes To Report	Data Type	Field Length (Maximum)	Data Element Mapped to Previous FRPP-IA	Notes
3.1		Tribally Operated		Y or N			
4.	Status (composite field)			Alpha		New Data Element	
		Active	A	alpha	1	new	
		Inactive	I	alpha	1	new	
		Excess	E	alpha	1	new	
4.1	Outgrant Indicator	Is property outgranted/outleased?	Y, N	alpha	1	new	<i>Applicable for owned and leased property only</i>
5.	Historical Status			Numeric	1	New Data Element	<i>Otherwise managed property is excluded for Historical Status. Historical Status is reported on all buildings, structures and land assets, except those land assets that have been evaluated and for which disclosure of historic status is restricted based upon EO 13007 and Section 304 of the National Historic Preservation Act.</i>
		National Historic Landmark (NHL);	1	numeric	1	new	
		National Register Listed (NRL);	2	numeric	1	new	
		National Register Eligible (NRE);	3	numeric	1	new	
		Non-contributing element of NHL/NRL district;	4	numeric	1	new	<i>If asset is in Historic District and other values do not apply, then use 4.</i>
		Not Evaluated	5	numeric	1	new	
		Evaluated, Not Historic	6	numeric	1	new	
6.	Reporting Agency			Numeric	4	"Agency Code"	
		Agency/Bureau Code	*	numeric	4		<i>*See Agency/Bureau Code list maintained by GSA</i>
7.	Using Organization			Numeric	4	"Occupant Agency" (for Buildings)	<i>Expanded to Land and Structures for asset level reporting</i>
		Agency/Bureau Code	*	numeric	4		<i>*See Agency/Bureau Code list maintained by GSA</i>
		Non-Federal Government Entity	9999	numeric	4		<i>Non-Federal Government Entity includes private sector and concession-operated entities</i>
8.	Size (Composite Field)			Numeric	9 + 2 decimal places	(see below)	<i>New element for structures.</i>
8A.	Land Records (20)						
		Rural Acres		numeric	9 + 2 decimal places	"Rural Acres"	<i>Provide the number of acres, preferably to the nearest tenth acre (one decimal). Database will accept up to two decimals.</i>
		Urban Acres		numeric	9 + 2 decimal places	"Urban Acres"	<i>Same as above.</i>
8B.	Building Records (35)						
		Gross Square Feet		numeric	9 + 2 decimal places	"Gross Square Feet"	
	<i>For Summary Level Reporting</i>	<i>Number of Buildings</i>		<i>numeric</i>	<i>9</i>	<i>"Number of Buildings"</i>	<i>Use with Installation (Record Type 10) to report buildings at a summary level. OMB waiver is required.</i>
8C.	Structure Records (40)					New Data Element	<i>Size of structure should be reported according to the units of measure table below, based on the structure's predominant use (Real Property Use - Data Element #2)</i>
		Structural Unit (Size)		numeric	9 + 2 decimal places	new	<i>Provide the size or quantity of the structure.</i>
		Unit of Measure:		numeric	1	new	<i>Provide the code associated with the appropriate unit of measure. Refer to the Unit of Measure Table below.</i>
		Each	1	numeric	1	new	
		Lane Miles	2	numeric	1	new	
		Linear Feet	3	numeric	1	new	
		Miles	4	numeric	1	new	
		Square Yards	5	numeric	1	new	

#	Data Element Fieldname	List of Values - “Pick List”	Valid Codes To Report	Data Type	Field Length (Maximum)	Data Element Mapped to Previous FRPP-IA	Notes																																																																					
		<table><thead><tr><th colspan="3">Unit of Measure Table</th></tr><tr><th>Code</th><th>Predominate Use Category</th><th>Valid Units of Measure</th></tr></thead><tbody><tr><td>12</td><td>Airfields Pavements</td><td>Square Yards</td></tr><tr><td>13</td><td>Harbors and Ports</td><td>Square Yards</td></tr><tr><td>15</td><td>Power Development and Distribution</td><td>Each, Linear Feet</td></tr><tr><td>16</td><td>Reclamation and Irrigation</td><td>Each, Linear Feet</td></tr><tr><td>18</td><td>Flood Control and Navigation</td><td>Each, Linear Feet</td></tr><tr><td>40</td><td>Storage (other than buildings)</td><td>Each, Linear Feet</td></tr><tr><td>50</td><td>Industrial (other than buildings)</td><td>Each, Linear Feet</td></tr><tr><td>60</td><td>Service (other than buildings)</td><td>Each</td></tr><tr><td>65</td><td>Space Exploration Structures</td><td>Each</td></tr><tr><td>66</td><td>Parking Structures</td><td>Square Yards</td></tr><tr><td>70</td><td>Research and Development (other than Labs)</td><td>Each</td></tr><tr><td>71</td><td>Utility Systems</td><td>Each, Linear Feet, Miles</td></tr><tr><td>72</td><td>Communications Systems</td><td>Each, Miles</td></tr><tr><td>73</td><td>Navigation and Traffic Aids (other than buildings)</td><td>Each</td></tr><tr><td>75</td><td>Recreational (other than buildings)</td><td>Each</td></tr><tr><td>76</td><td>Roads and Bridges</td><td>Lane Miles, Square Yards</td></tr><tr><td>77</td><td>Railroads</td><td>Miles</td></tr><tr><td>78</td><td>Monuments and Memorials</td><td>Each</td></tr><tr><td>79</td><td>Miscellaneous Military Facilities</td><td>Each</td></tr><tr><td>82</td><td>Weapons Ranges</td><td>Each</td></tr><tr><td>80</td><td>All Other</td><td>Each, Lane Miles, Linear Feet, Miles, Square Yards</td></tr></tbody></table>						Unit of Measure Table			Code	Predominate Use Category	Valid Units of Measure	12	Airfields Pavements	Square Yards	13	Harbors and Ports	Square Yards	15	Power Development and Distribution	Each, Linear Feet	16	Reclamation and Irrigation	Each, Linear Feet	18	Flood Control and Navigation	Each, Linear Feet	40	Storage (other than buildings)	Each, Linear Feet	50	Industrial (other than buildings)	Each, Linear Feet	60	Service (other than buildings)	Each	65	Space Exploration Structures	Each	66	Parking Structures	Square Yards	70	Research and Development (other than Labs)	Each	71	Utility Systems	Each, Linear Feet, Miles	72	Communications Systems	Each, Miles	73	Navigation and Traffic Aids (other than buildings)	Each	75	Recreational (other than buildings)	Each	76	Roads and Bridges	Lane Miles, Square Yards	77	Railroads	Miles	78	Monuments and Memorials	Each	79	Miscellaneous Military Facilities	Each	82	Weapons Ranges	Each	80	All Other	Each, Lane Miles, Linear Feet, Miles, Square Yards
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9.	Utilization (Performance Measure #1)			Numeric	1	New Data Element	Land is excluded for Utilization; Refer to Categories & Percent Utilization Table 2. Utilization will be captured as a percent utilization on a scale of 0 to 100%, mapped to the Categories & Percent Utilization Table, and be reported by category code.																																																																					
		Over Utilized	1	numeric	1	new																																																																						
		Utilized	2	numeric	1	new																																																																						
		Under Utilized	3	numeric	1	new																																																																						
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10.	Value			Numeric	9 + 2 decimal places	New Data Element	Land is excluded for Value (for Buildings and Structures only)																																																																					
11.	Condition Index (CI) (Performance Measure #2)		0 through 100	Numeric	3	New Data Element	Land is excluded for Condition Index. The CI must be reported as a percentage (a whole number, not a decimal) and cannot be negative. In cases in which the Agency’s calculation results in a negative number, the percentage should be reported as zero.																																																																					
12.	Mission Dependency (Performance Measure #3)			Numeric	1	New Data Element																																																																						
		Mission Critical	1	numeric	1	new																																																																						
		Mission Dependent, Not Critical	2	numeric	1	New																																																																						
		Not Mission Dependent	3	numeric	1	new																																																																						
		*Not Rated	9	numeric	1	new	*Note: this value (9) is used for DoD/BRAC properties only																																																																					

#	Data Element Fieldname	List of Values - "Pick List"	Valid Codes To Report	Data Type	Field Length (Maximum)	Data Element Mapped to Previous FRPP-IA	Notes
13.	Annual Operating Costs (Performance Measure #4)			Numeric	9 + 2 decimal places	New Data Element	Annual operating and maintenance costs to include for owned and otherwise managed property are: 1. Recurring maintenance and repair costs 2. Utilities 3. Cleaning and/or janitorial costs 4. Roads and ground expenses For leased properties, report annual contract costs only.
14	Main Location (Composite Field)			Alpha	140 total	New Data Element	Agencies must report Street Address OR Lat/Long. System will accept both if Agency reports both. Waiver from OMB is required if there are security concerns.
14.1	Street Address			Alpha	100	"Installation Street Address"	Asset level Street Address is now required, refer to Guidance for unacceptable Street Address values. For assets that do not have a specific street address and there is a security issue associated with reporting the latitude/longitude: Report the street address for the main gate or main entrance if the asset is located on an installation or campus. If the asset is not located on an installation or campus, report the ZIP code in this field (as well as in ZIP Code field.)
14.2	Latitude			Alpha	20	"Latitude"	Formerly Record Type 11; report in either decimal format or degrees, minutes, seconds
14.3	Longitude			Alpha	20	"Longitude"	Formerly Record Type 11; report in either decimal format or degrees, minutes, seconds
15.	Real Property Unique Identifier	Real Property Unique Identifier		Alpha	24	New Data Element	assigned by the Reporting Agency
16.	City	Name of the City	*GLC City Code	Alpha	4	"City or Town"	*Use GLCs maintained by GSA (www.gsa.gov/glc)
17.	State	Name of the State	*GLC State Code	Alpha	2	"State"	*Use GLCs maintained by GSA (www.gsa.gov/glc)
18.	Country	Name of the Country	*GLC Country Code	Alpha	3	"County or Country"	*Use GLCs maintained by GSA (www.gsa.gov/glc)
19.	County	Name of the County	*GLC County Code	Alpha	3	"County or Country"	*Use GLCs maintained by GSA (www.gsa.gov/glc)
20.	Congressional District	Congressional District Code		Alpha	20	"Congressional District"	*Use GLCs maintained by GSA (www.gsa.gov/glc)
21.	Zip code	U.S Postal Zip code		Alpha	9	"Zip code/suffix"	Provide 5 digit ZIP Code plus 4 digit suffix if known
22.	Installation / Sub-Installation (Composite Field)			Alpha	130 total	(see below)	
22.1	Installation Name			Alpha	100	"Installation Name"	Provided by agency; optional data element
22.2	Installation Identifier			Alpha	24	"Installation Number"	Provided by agency
22.3	Sub-Installation Identifier			Alpha	6	"Site code"	Provided by agency
23.	Restrictions			Numeric	2	New Data Element	Multiple Restriction values can be provided for each asset and are to be separated by a comma.
		Environmental Restrictions	01	numeric	2	new	
		Natural Resource Restrictions	02	numeric	2	new	
		Cultural Resource Restrictions	03	numeric	2	new	
		Developmental Restrictions	04	numeric	2	new	
		Reversionary Clauses from Deed	05	numeric	2	new	

#	Data Element Fieldname	List of Values - "Pick List"	Valid Codes To Report	Data Type	Field Length (Maximum)	Data Element Mapped to Previous FRPP-IA	Notes
		Zoning Restrictions	06	numeric	2	new	
		Easements	07	numeric	2	new	
		Rights-of-way	08	numeric	2	new	
		Mineral Interests	09	numeric	2	new	
		Water Rights	10	numeric	2	new	
		Air Rights	11	numeric	2	new	
		Other	12	numeric	2	new	
		Not Applicable	13	numeric	2	new	
24	Disposition Data						Track assets that have transferred within or exited the Federal portfolio of assets, a one-time entry into the FRPP to indicate that the asset has left the agency's inventory.
24.1		Disposition Method			2	new	Report 2-character values for one of the 6 main disposition categories. Reporting detail (sub-category codes) for Public Conveyance Benefit (HA, HE, PR, HM, CF, PF, PA, WC, NS, SH, LE) or Sale (SN, SP) is optional.
24.2		Disposition Date			10	new	Date the disposal action was completed.
24.3		Disposition Value			12, 3	new	Reported value is dependent on the method of disposal.
24.4		Net Proceeds			12, 3	new	Proceeds received from the disposition of property less disposal costs. Required only for disposed assets with Federal Transfer or Public Benefit Conveyance disposition methods. Report valid Agency/Bureau code or name of the non-Federal entity receiving the property; report "Private" for recipients covered by privacy act.
24.5		Recipient			30	new	

F. AGENCY BUREAU CODES

AGENCY CODE	BUREAU CODE	TITLE
75	00	Department of Health and Human Services
75	01	Office of the Secretary
75	03	Health Resources and Services Administration
75	05	Centers for Medicare and Medicaid Services
75	06	Food and Drug Administration
75	08	National Institutes of Health
75	09	Centers for Disease Control and Prevention
75	10	Indian Health Service
75	11	Program Support Center
75	13	Substance Abuse and Mental Health Services Administration
75	17	Administration for Children and Families
75	18	Agency for Healthcare Research and Quality
75	19	Administration on Aging
75	20	Departmental Management (IG)
75	51	American Printing House for the Blind
99	99	Non-federal Government entity

G. HHS FACILITIES UTILIZATION PERFORMANCE MEASURE

HHS-Specific Facilities Utilization Performance Measures

I. Purpose

The purpose of this measure is to determine the extent of facilities utilization of five major property types occupied by HHS, including office, warehouse, laboratory, hospital and residential properties to ensure right-sizing of Departmental properties.

II. Applicability

This performance measure applies to each HHS office, warehouse, laboratory, hospital and residence (as defined below by the Federal Real Property Council FRPC). Applicability extends to all properties leased and/or owned and operated by HHS, but not properties owned by the HHS and operated by others, such as the IHS properties operated by tribes.

The FRPC property type definitions are included below:

Office: Buildings primarily used for office space

Warehouse: Buildings used for storage, such as ammunition storage, covered sheds, and buildings used primarily for storage of vehicles or materials. Also included are underground or earth-covered ammunition storage bunkers and magazines. This category excludes water reservoirs and POL storage tanks which are storage structures. (Note that HHS warehouses are not used for storing some of the materials described in the FRPC definition. Some typical uses for HHS warehouses include storage of personal property; furniture fixtures and equipment; vehicles and mail distribution. All of the HHS warehouses are included within the broader FRPC definition.)

Hospital: Buildings used primarily for furnishing in-patient diagnosis and treatment under physician supervision and having 24-hour-a-day registered graduate nursing services. This category also includes medical laboratories used for routine testing. This category excludes buildings used directly in basic or applied medical research. (Note that IHS is the only HHS OPDIV with hospitals that fit this definition.)

Laboratory: Buildings used directly in basic or applied research in the sciences (including medicine) and in engineering, such as medical laboratories, meteorological research laboratories; and buildings used in designing, developing and testing prototypes and processes for chemistry and physics. This category excludes medical and industrial laboratories used for routine testing.

Family Housing: Buildings used primarily as dwellings for families/dependents. Includes: apartment houses, single houses, row houses, public housing, military personnel housing, federal employee housing, and institutional housing.

III. Responsibilities

Each OPDIV or other HHS component is responsible for the following to assure appropriate implementation:

- A. Each OPDIV or HHS component will begin testing for full implementation by Q1 FY 06. Each OPDIV or other HHS component will test 100% percent of its relevant portfolio using this measure by Q 1 FY 06. Reporting will be part of the testing process for metric applicability purposes.
- B. Each OPDIV or HHS component will utilize an electronic building inventory system. The OPDIV or HHS component is to ensure that the inventory system has data fields for the relevant property types and for the categories "Over Utilized, Utilized, Under Utilized and "Not Utilized", allowing for the input of one of the Facilities Utilization letter designations identified in the procedures below. The OPDIV or HHS component will ensure this system is coordinated with OFMP prior to implementation.

IV. Procedure

When full implementation begins, each OPDIV or HHS component will follow the procedures below to determine the utilization of each property type as Over Utilized, Utilized, Underutilized or Not Utilized, in accordance with the table below.

Each OPDIV will base its measurement on an annual census taken as of June 30th.

The census will count each staff person who both holds an HHS (or OPDIV) ID and occupies HHS (OPDIV) facilities. "Staff includes HHS (OPDIV) employees (FTEs), contractors, guest researchers, research fellows, tenants (such as day care centers and retail spaces) and volunteers. No distinction is made between part time and full-time employees, each of whom is counted as a whole number. The census counts people in all facilities, leased or owned.

A. Office

Offices – Defined as buildings primarily used for office space. The utilization measure for offices will be based upon the number of workstations currently being occupied relative to total number of workstations available.

Office Space Utilized (%) = (Number of Personnel /Number of Workstations) X 100

- Number of Personnel = Each OPDIV would prudently determine the definition of “Number of Personnel” based upon their OPDIV factors such as FTE, etc.
- Workstation = A “Workstation” is defined as an area typically used for personnel to work. It can include a single desk available to one person (1 workstation), single large desk capable of providing workspace for 2-3 people (denoted as 2-3 workstations), or one desk shared by several temporary employees. Each OPDIV needs to provide further refinements applicable to their situation.
- It does not include building and floor common areas (public elevator lobbies, corridors, restrooms) and GSA or HHS joint use areas.

OPDIVs may utilize automated systems or other methods of calculating the utilization of offices.

B. Warehouse

HHS warehouses generally operate as centralized receiving, distribution, and stores operation. Their functions include, but are not limited to the following: receiving, bar-coding, staging, and distributing accountable property, short-term storage not to exceed six months, staging surplus property for disposal and/or reutilization, package, palletize, and stage shipments as necessary.

The utilization of warehouse will be measured by the ratio of occupied area to gross square feet. The formula for warehouses will consist of the area (square feet) currently occupied for storage, as a percentage of the total gross area (square feet) of the warehouse. The formula is:

$$\text{Actual Utilization (\%)} = (\text{Occupied Units/Design Capacity}) \times 100$$

- Units Occupied = the area (square feet) or number of units that is occupied.
- Design Capacity = can include any unit of measure based upon the material being stored or used. Examples include gross square feet, rental area, total number of units, total number or bins, etc.

C. Hospital

The Indian Health Service (IHS) an OPDIV of HHS is responsible for the administration of the principal Federal health care programs for American Indian and Alaska Native (AI/AN) people. The IHS provides a unique health care delivery system for approximately 1.34 million AI/AN people living on or near Federal Indian reservations or in traditional Indian country, such as in the states of Oklahoma and Alaska.

HHS will determine its utilization of its hospitals, including the inpatient and clinic components of the hospitals, by comparing required program space/existing space based on the IHS Health System Planning⁵ (HSP) process where < 80% is under utilized, 80% to 120% is utilized and > 120% is over utilized.

Example: The IHS Hospital at Winnebago has 169,678 nsf of existing space and according to HSP, Winnebago requires 149,214 nsf. Formula: $149,214/169,678 = 88\%$. 88% is utilized.

D. Laboratories

The design capacity for HHS research laboratories for planning and occupancy purposes is 600 net assignable square feet (nasf) per laboratory personnel. Research laboratory⁶ space includes: laboratory, laboratory support and laboratory related offices. Laboratory personnel who are housed within the identified space are defined as budgeted FTEs and contractors on-site, including vacancies for which recruitment has been approved and applies to all acquisitions not already advertised, as well as to new construction and renovations not yet at an approved final design stage. It does not include building and floor common areas (public elevator lobbies, corridors,

⁵ Required program space in the HSP is determined by numerous factors such: as demography, function or discipline, staff travel time, service radius, work load threshold, work load limits, bed days, visits, man hours, exams, meals, staff, service, linen, billable test, births, work units, storage index, and surgical procedures

⁶ Includes integrated instrument laboratories within a research laboratory building.

restrooms) and GSA or HHS joint use areas. Many HHS laboratories are unique because of the diverse missions of the Centers for Disease Control and Prevention, the Food and Drug Administration and the National Institutes of Health. The following laboratory functions are excluded will be measured separately from HHS standard laboratory utilization rate:

Centralized Support: Centralized laboratory stand-alone support facilities such as centralized freezers, glass wash facilities and computer centers are determined by use of appliances, equipment and instruments to support research on a centralized basis. Net assignable square feet per person will not be employed to determine the utilization rate for shared and centralized support laboratory spaces. Centralized support space exists to support research; therefore, they are utilized so long as there is research.

Stand-Alone Instrument Laboratories, High Containment Laboratories and Clinical Research: Stand-alone, whole building instrument laboratories are determined by use of staffing and instruments. Net assignable square feet per person will not be employed to determine the utilization of special purpose laboratories. Special purpose laboratories are utilized or not utilized; likewise high containment laboratories (BSL-4) and clinical research space will be utilized or not utilized.

Animal Research Facilities (Vivariums): The utilization of animal housing is based on the requirements that are in the Guide for the Care and Use Laboratory Animals. The utilization of the related animal research facility support functions are determined by research protocols and species housed, including but are not limited to: necropsy, surgery, procedure room, cage wash, quarantine area, sterilizer room, isolation, locker room, feed and bedding storage, X-ray, treatment room, behavioral testing room, microinjection room, transgenic lab suite, diagnostic lab suite, environmental experiment room, cage decontamination area, surge cage storage, field equipment room, material decontamination/entry, incinerator, tissue digester, food preparation kitchen, automatic watering system room, HVAC system support room, record storage, locker rooms, animal irradiator, analgesic inhaler device, and waste disposal. Animal research facility support spaces are utilized or not utilized.

- HHS laboratory spaces that are less than 420 nasf/person on average are over utilized.
- HHS laboratory spaces that are between 420and 600 nasf/person are utilized.
- HHS laboratory spaces that are greater than 600 nasf/person on average are under utilized.

E. Housing

HHS housing is provided for IHS medical staff in remote locations. The Bethesda Campus of the NIH also provides staff housing including a house for the U.S. Surgeon General. The utilization performance of housing will be measured based on percentage of occupancy of dwelling units per site specific location.

- HHS dwelling units of a specific site location that are occupied between 85% and 100% are utilized.
- HHS dwelling units of a specific site location that are occupied below 85% are under utilized.

The initial categorization for each facility will be entered into the OPDIV's or other HHS component's building inventory system using the following designations:

- O Over utilized
- U Utilized
- N Underutilized
- V Not Utilized

On an annual basis in the last quarter of each fiscal year, the OPDIV will review the facility categorizations and update the building inventory system with any changes.

Summary Table

Rate	Office	Warehouse	Hospital	Laboratory	Housing
Over Utilized	>95%	>85%	> 120%	< 420 nasf	N/A
Utilized	75-95%	50-85%	80% -120%	420 – 600 nasf	85-100%
Under Utilized	<75%	10-50%	< 80%	> 600 nasf	<85%
Not Utilized		<10%			

H. HHS POLICY: OFFICE AND RELATED SPACE UTILIZATION RATE (U/R)

GSA’S REQUIREMENT

Title 41 CFR Part 102-79, titled “Assignment and Utilization of Space,” the General Services Administration (GSA) requires the Department to promote maximum utilization of Federal workspace, consistent with mission requirements, to maximize its value to the Government. In addition, Title 41 Part 102-74, titled “Facility Management,” states, in part, that the management, operation, and maintenance of buildings and building systems must: (a) be cost effective and energy efficient; (b) be adequate to meet the agencies’ missions; and (c) meet nationally recognized standards.

PURPOSE

Based on these requirements, the Department of Health and Human Services (HHS), Office of Secretary (OS), Office for the Assistant Secretary for Administration and Management (OASAM), provides the following policy to all Operating Divisions (OPDIV) and Staff Divisions (STAFFDIVs) components which acquire office and related space either directly by lease, construction, or purchase, or through the General Services Administration (GSA) or other agency on their behalf, or which undertakes renovations or construction to reallocate space in existing facilities. This document establishes a maximum allowable space utilization rate. OPDIVs and STAFFDIVs should consider the overall mission and grade structure of the organization when establishing the Program of Requirements (POR) to assure the most efficient and economic use of space. The Program of Requirements is the document in which an agency first defines and establishes its overall space requirements. Space utilization rates below the maximum are strongly encouraged.

POLICY

The maximum space allowable for planning and occupancy purposes is 215 useable (as defined by the Building Owners and Managers Association) square feet per person on average. Persons are defined as budgeted FTEs and contractors on-site, including vacancies for which recruitment has been approved. This standard refers to total space (office plus associated storage and special space), and applies to all acquisitions not already advertised, as well as to new construction and renovations not yet at an approved final design stage.⁷ It does not include building and floor common areas (public elevator lobbies, corridors, restrooms) and GSA or HHS joint use areas. No private office shall exceed 350 usf.⁸ All proposals for acquisition of office type space which exceed this maximum utilization rate and/or include HHS joint use space, will require prior approval from OASAM's Office for Facilities Management and Policy (OFMP). Requests for approval to acquire space should be explained in a memo transmitting the subject Program of Requirements (POR) to the OFMP Director, who is the Deputy Assistant Secretary for Facilities (DASF), at the time the POR is assembled. If an approved acquisition later requires additional space due to building characteristics discovered during design and layout, approval of the OFMP is required before moving to acquire the additional space.

For purposes of this directive, Special Space includes the following:

- i. LAN rooms
- ii. Break/kitchen rooms
- iii. Telephone rooms or closets
- iv. Copy rooms
- v. Reception areas
- vi. Libraries
- vii. Training rooms (non-staffed)
- viii. Meeting rooms

HHS Joint Use applications may include the following (with prior justification and approval):

⁷ An exception to this maximum utilization rate are acquisitions of field office space for 5 or fewer employees in cases where no blocks of space are offered which meet the requirement, after all competitive procedures are exhausted. Other HHS offices in the area, if any, shall first be contacted to see if space may already be under lease which will accommodate the requirement.

⁸ Offices of over 250 usf are reserved to agency heads or equivalents, or department level officials (Deputy Assistant Secretary or higher).

- ix. Cafeterias/vending stands
- x. Day care facilities
- xi. Health Units
- xii. Data centers (shared by installation)
- xiii. Fitness centers
- xiv. Travel offices
- xv. Credit unions
- xvi. Conference centers (shared by installation)
- xvii. Training centers (staffed full time)
- xviii. Libraries (staffed full time)
- xix. Printing and reproduction units (staffed full time)

EFFECTIVE DATE

July 1993

I. QUICK GUIDE – HHS ARIS DATA DICTIONARY

#	Data Element Fieldname	List of Values -“Pick List”	Data Type	Field Length(Maximum)	Notes
1.	ODPIV		Alpha	50	
		ACF	Alpha	50	
		AHRQ	Alpha	50	
		AoA	Alpha	50	
		CDC	Alpha	50	
		CMS	Alpha	50	
		FDA	Alpha	50	
		HRSA	Alpha	50	
		IHS	Alpha	50	
		NIH	Alpha	50	
		OIG	Alpha	50	
		OSC	Alpha	50	
		PSC	Alpha	50	
		SAMHSA	Alpha	50	
2.	Reporting Agency	7500	Numeric	4	<i>Should always be '7500'</i>
3.	Real Property Unique Identifier	Real Property Unique Identifier	Alpha	24	
4.	Building Name	Name of the Building	Alpha	30	
5.	Street Address	Street Address	Alpha	50	
6.	City	City Code or name of City	Alpha	30	<i>*Use GLCs maintained by GSA (www.gsa.gov/glc)</i>
7.	State	State Code or name of State	Alpha	50	<i>*Use GLCs maintained by GSA (www.gsa.gov/glc)</i>
8.	ZIP code	ZIP Code	Alpha	20	<i>Provide 5 digit ZIP Code plus 4 digit suffix if known</i>
9.	Country	Country Code or name of Country	Alpha	30	<i>*Use GLCs maintained by GSA (www.gsa.gov/glc)</i>
10.	Space Use	How the space is used	Numeric	2	
10A.	A. Land (Type 20) Usage Categories				
		Agriculture	numeric	2	
		Grazing	numeric	2	
		Forest and Wildlife	numeric	2	
		Parks and Historic Sites	numeric	2	
		Wilderness Areas	numeric	2	

#	Data Element Fieldname	List of Values -“Pick List”	Data Type	Field Length(Maximum)	Notes
		Office Building Locations	numeric	2	
		Miscellaneous Military Land	numeric	2	
		Airfields	numeric	2	
		Harbor and Port	numeric	2	
		Post Office	numeric	2	
		Power Development and Distribution	numeric	2	
		Reclamation and Irrigation	numeric	2	
		Flood Control and Navigation	numeric	2	
		Vacant	numeric	2	
		Institutional	numeric	2	
		Housing	numeric	2	
		Storage	numeric	2	
		Industrial	numeric	2	
		Space Exploration	numeric	2	
		Research and Development	numeric	2	
		Communications Systems	numeric	2	
		Navigation and Traffic Aids	numeric	2	
		Training Land	numeric	2	
		All Other	numeric	2	
10B.	B. Building (Type 35, 30) Usage Categories				
	*	Office	numeric	2	
		Post Office	numeric	2	
	*	Hospital	numeric	2	
		Prison (Government Owned only)	numeric	2	
		School	numeric	2	
		Other Institutional Uses (such as Libraries, Chapels, Museums)	numeric	2	
	*	Family Housing	numeric	2	
	*	Dormitories/Barracks	numeric	2	
	*	Warehouses	numeric	2	

#	Data Element Fieldname	List of Values -“Pick List”	Data Type	Field Length(Maximum)	Notes
		Industrial	numeric	2	
		Service	numeric	2	
		Communications Systems	numeric	2	
		Navigation and Traffic Aids	numeric	2	
	*	Laboratories	numeric	2	
		All Other	numeric	2	
10C.	C. Structure (Type 40) Usage Categories				
		Airfields Pavements	numeric	2	
		Harbors and Ports	numeric	2	
		Power Development and Distribution	numeric	2	
		Reclamation and Irrigation	numeric	2	
		Flood Control and Navigation	numeric	2	
		Storage (other than buildings)	numeric	2	
		Industrial (other than buildings)	numeric	2	
		Service (other than buildings)	numeric	2	
		Space Exploration Structures	numeric	2	
		Parking Structures	numeric	2	
		Research and Development (other than Labs)	numeric	2	
		Utility Systems	numeric	2	
		Communications Systems	numeric	2	
		Navigation and Traffic Aids (other than buildings)	numeric	2	
		Recreational (other than buildings)	numeric	2	
		Roads and Bridges	numeric	2	
		Railroads	numeric	2	
		Monuments and Memorials	numeric	2	
		Miscellaneous Military Facilities	numeric	2	
		Weapons Ranges	numeric	2	
		All Other	numeric	2	
11.	Ownership	Ownership for Space	Alpha	30	

#	Data Element Field Name	List of Values "Pick List"	Data Type	Field Length (Maximum)	Notes
		GSA Owned	Alpha	30	
		GSA Leased	Alpha	30	
		Direct Leased	Alpha	30	
		Capital Lease	Alpha	30	
		Delegation	Alpha	30	
12.	Rentable Square Feet	RSF	Numeric	9 + 2 decimal places	
13.	Number of Occupants	Total number of occupants	Numeric	9	
14.	Security Level	Security Level	Numeric	1	Valid values are numbers 1 through 5
15.	Rent and Annual Operating Costs	Rent and Annual Operating Costs	Numeric	9 + 2 decimal places	
16.	Lease Option (Y/N)	Specifies whether or not any options exist on the lease.	Alpha	1	Valid values are 'Y' or 'N'.
17.	Lease Start Date	The lease commencement date	Alpha	10	MM-DD-YYYY
18.	Lease End Date	The lease expiration date	Alpha	10	MM-DD-YYYY
19.	Options Remaining	The number of options remaining on the lease	Numeric	1	
20.	Utilization Rate		Numeric	1	<i>Land is excluded for Utilization; Utilization will be captured as a percent utilization on a scale of 0 to 100%, mapped to the Categories & Percent Utilization Table, and be reported by category code.</i>
		Over Utilized	numeric	1	
		Utilized	numeric	1	
		Under Utilized	numeric	1	
		Not Utilized	numeric	1	
21.	Mission Dependency		Numeric	1	
		Mission Critical	numeric	1	
		Mission Dependent, Not Critical	numeric	1	
		Not Mission Dependent	numeric	1	
		*Not Rated	numeric	1	<i>*Note: this value is used for DoD/BRAC properties only</i>

J. HHS OPDIV CERTIFICATION STATEMENT

HHS OPDIV Certification Statement

In accordance with Departmental reporting requirements that HHS OPDIVs maintain a complete and accurate inventory of owned, leased and otherwise managed holdings, I certify that data regarding space occupied by OPDIV NAME entered in the HHS Automated Real Property Inventory System (ARIS) is complete and accurate as of this date. I also certify that this data is used to make daily decisions on asset management actions and that all occupied space/holdings have undergone the HHS disposition decision tree process to ensure appropriate portfolio right-sizing, condition and cost requirements.

Facility Director's Signature

Date

K. HHS DISPOSITION DECISION TREE

